



# INDIVIDUAL DEVELOPMENT PLAN TEMPLATE

## Introduction

An individual development plan (IDP) provides a framework to effectively clarify and manage your career growth. The primary purpose is to help you reach your short and long-term career goals, as well as improve your current job performance. The IDP is not a performance evaluation tool or a one-time activity. After you have completed your development plan, meet with your supervisor and have an open discussion about your goals. Create a partnership with your supervisor to receive continuous feedback and request resources to help meet your goals. Please feel free to read the **KC IDP Guide** for further information.

## Development Tips

1. **Prioritize:** Identify development areas that will add the greatest value and make a difference. Remember you own your career!
2. **Apply 70/20/10 Learning Model:** Development occurs largely through hands-on experience (70%), through coaching and learning from others (20%) and through training or education (10%).
3. **Do Something Every Day:** Chip away in small bite-sized pieces. Spending even five minutes a day will make development part of your daily discipline.
4. **Seek Feedback and Support:** Learn from others. Ensure that feedback is relevant to your development priorities.
5. **Create a Partnership with Your Supervisor:** Discuss your development plan with your supervisor and ask for feedback and support.
6. **Face your Barriers:** Development isn't easy. Address any barriers that may keep you from achieving your development goals.
7. **Involve Others:** Identify people who can help you in your development and ask them for specific and candid feedback. Solicit their ideas and reactions; listen and be open to recommendations.

8. **Use SMART goals:**

- S Specific
- M Measurable
- A Attainable
- R Relevant
- T Timely

<b>S</b>	<b>Specific:</b> Define the goal as much as possible. Use the <i>Who, What, Where, When, Why</i> method to develop your goals.
<b>M</b>	<b>Measurable:</b> Track the progress and measure the outcome. How much, how many, how will you know when your goal is accomplished?
<b>A</b>	<b>Attainable:</b> Make sure the goal is not out of reach. Is the goal reasonable enough to accomplish? How so?
<b>R</b>	<b>Relevant:</b> Ensure the goal is worthwhile and will meet your needs. How does the goal align with your broader goals? Why is the result important?
<b>T</b>	<b>Timely:</b> Include a time limit to prompt better time management. What is the time frame for accomplishing the goal?

9. **Take time to reflect:** Ask yourself what worked, what didn't and why. Revise, adjust and confirm alignment on a regular basis and stay focused.
10. **Transfer Learning into Next Steps:** Continue to focus on mastering a specific area, and then share this knowledge by teaching it to others. Regroup and focus on new goals and development activities.
11. **Celebrate Your Successes:** Celebrate your successes as they happen, even the small ones.



## Individual Development Plan

<b>Date:</b>	3/30/18	<b>Development Period:</b>	March 2018-December 2018
<b>Employee Name:</b>	Sally Forth	<b>Department/Work Section:</b>	DES
<b>Current Classification:</b>	Administrative Specialist 3	<b>Supervisor:</b>	Clark Kent

### ***This section to be completed by the employee***

#### **1. Short Term Goals**

Identify the career opportunities you are interested in pursuing within one year. List the competencies, skills, and knowledge and abilities you need to obtain or develop to meet your career goals. **(A competency includes a set of knowledge, demonstrated skills, behaviors and/or abilities that are required to perform well. A skill is the ability to do a task or a job properly. You will find both on job postings).**

Career Goals	Competencies / Knowledge / Skills / Abilities to Develop
Work in the Human Resources field	<ul style="list-style-type: none"> <li>Obtain knowledge of general HR practices, processes, policies and laws</li> <li>Gain exposure to and experience with HR information systems (PeopleSoft, NEOgov)</li> </ul>

#### **2. Long Term Goals**

Identify the career goals you are interested in pursuing within the next three years. List the competencies, knowledge, skills and abilities you need to obtain or develop to meet your career goals. **(A competency includes a set of knowledge, demonstrated skills, behaviors and/or abilities that are required to perform well. A skill is the ability to do a task or a job properly. You will find both on job postings).**

Career Enhancement Goals or Occupation	Competencies / Knowledge / Skills / Abilities to Develop
Become a Human Resources Associate within the next two years	<ul style="list-style-type: none"> <li>Continue to expand my knowledge of general HR practices and laws</li> <li>Become familiar with KC's HR functions, practices and policies</li> <li>Skill in using KC's HR information systems (PeopleSoft, Applicant Tracking Systems)</li> <li>Skill in interpreting and explaining union contracts</li> <li>Skill in participating in recruitment and selection processes</li> </ul>



### 3. Strengths and Development Gaps

Create a list of your current strengths, which may include competencies, knowledge, skills, abilities and other factors that will support you in meeting your career goals. Identify the areas you need to obtain or develop in order to reach your career goals.

STRENGTHS What I bring to my career goal	GAPS TO DEVELOP Competencies, knowledge, skills and abilities I need to obtain/enhance
<ul style="list-style-type: none"> <li>Extensive planning, organizing and prioritizing work to meet deadlines</li> <li>Ease in learning and applying new technology to increase efficiencies</li> <li>Demonstrated ability to go above and beyond to meet customer needs</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR practices and laws</li> <li>Experience performing HR related tasks</li> <li>Enhance my ability to deal with paradox/differences: Be able to see different perspectives and shift my approach or position on a topic.</li> </ul>

### 4. Development Activities (70/20/10 Learning Model)

List several activities you will pursue towards meeting your career goals. Examples of activities include:

- Experience based (70%):** new or expanded duties; community volunteer work; presenting to senior leadership; participating on a project team, special committee or task force; special duty assignments
- Learning with others (20%):** coaching, mentoring, job shadowing, guidance from supervisor, peer to peer learning, communities of practice, networking, professional associations, informational interviews
- Education and training (10%):** e-learning, video or computer-based training, courses/seminars, formal education, reading materials, conferences

Experience / Competency / Skill / Knowledge / Ability	Development Activities with Target Dates			Resource Requirements
	Experience (70%)	Learning with Others (20%)	Formal Education or Training (10%)	
Knowledge of HR systems and practices in general	Volunteer to participate in my homeowner's association process for recruiting, screening and hiring a maintenance person – contact project lead by end of week	Join professional HR organization and attend at least 2 events each year	Complete at least one HR e-learning class each week  Obtain 2 yr. HR certificate or degree within 3 years	Computer or smart phone
Knowledge and experience with County HR systems and practices	Ask my supervisor if there are any HR related support tasks that I can help with for our section by end of month	Job shadow one of our HR representatives one hour per week	Attend HR systems training within the next four months	Supervisor approval



	Seek HR special duty assignment	to gain exposure to PeopleSoft and NEOgov		
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### 5. Overcoming Potential Barriers / Obstacles

Identify your barriers and address how you plan to overcome them to achieve your career goals.

Potential Barriers / Obstacles	How to Address these Barriers/ Obstacles
Too heavy of a work load to spare any time to job shadow or take on extra projects	Ask for supervisor support to carve out about one hour per week for me to job shadow and help with HR related section work; explore flexible work hours to allow for extended lunch periods for job shadowing
Money to pay for formal education	Submit a request to the County for tuition reimbursement for 2019
Busy home life	Talk to my spouse and children about my desire to go back to college and do some volunteer work to see what chores/responsibilities they could each take on to help lighten my load at home

### 6. Celebrate Your Successes

Indicate what things you would consider a success (example: complete three human resource e-learning trainings). Maintain a record of your achievements and keep moving forward in meeting your goals. Be proud of your successes and celebrate your achievements, including the small ones.

Measurements of Success	Achieved
Participating in one HR task at work	<input type="checkbox"/>
Completing three HR e-Learning courses	<input type="checkbox"/>
Gaining exposure to the county's HR systems (PeopleSoft/NEOgov)	<input type="checkbox"/>
Attending one event sponsored by a professional HR Association	<input type="checkbox"/>

### 7. Supervisor or Manager Check-In

Check In #1 Discussed necessary resources, steps, status and/or accomplishments <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date met with Employee: 3/30/18	Check In #2 Discussed necessary resources, steps, status and/or accomplishments <input type="checkbox"/> Yes <input type="checkbox"/> No Date met with Employee: _____	Check In #3 Reviewed development plan and success <input type="checkbox"/> Yes <input type="checkbox"/> No Date met with Employee: _____
Make note of comments and agreements	Make note of comments and agreements	Make note of comments and agreements



In question #9 below

In question #9 below

In question #9 below

**8. ELECTION TO OPT OUT**

Employee’s may elect to opt out of creating an individual career development plan, however, each employee will still be required to meet with his/her supervisor one to three times a year. Employee and supervisor must sign opt-out form. Employees can elect to opt-in at any time.

**PLEASE NOTE:** Employees are not required to have an Individual Development Plan to take King County required trainings. Employees must have prior approval from supervisor before attending trainings.

**I am electing to OPT out of having an Individual Career Development Plan.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

**9. Comments and Notes** *(Comments should be noted during the periodic progress reviews between the employee with his/her manager)*

3/30/18 Meeting

- Supervisor approves use of one hour/week for job shadowing on county time and ability to adjust my work hours to do additional job shadowing on my personal time
- Supervisor agrees to give me tasks or projects related to HR support of the work section
- Supervisor agrees to support for me taking a special duty assignment if offered
- Next meeting will be at end of year for a follow up; employee will schedule it

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date