# Individual Development Plan

*This plan is intended to drive development conversations between employees and managers.*

**Name:** **Last Updated On:**

**Manager Name:** **Last Updated By:**

**Current Role:**

**Department/Team:**

**Employee Level:**

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| Employee Background/History *Describe your history with the company, as well as any pertinent prior work experience, including relevant skills you have acquired in these past roles.* |

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| Professional Values & Priorities *What professional values motivate you? What is most important to you in your career?* |

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| Current Strengths *What are your strongest skills and abilities? What company values do you most strongly demonstrate?* |

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| Current Areas for Improvement *What areas would you like to improve upon? What company values do you need to demonstrate more effectively?* |

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| Short-Term Career Objectives *What goals do you have for your career over the next two years? Manager: provide any additional thoughts and ideas you may have.* |

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| Long-Term Career Objectives *What goals do you have for your career beyond two years? Manager: provide any other thoughts and ideas you may have.* |

# Development Goals and Activities

*Using SMART criteria, determine the specific development goals needed to develop the knowledge, skills, and company values required to reach the career goals listed above. Two to four goals a year are recommended, but create as few or as many as you would like. Copy and paste this blank form to start writing each goal.*

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| --- | --- |
| Development goal title: |  |
| **Component** | **Comments** |
| Description:  *Using SMART criteria, describe this goal in further detail* |  |
| Target completion date: |  |
| Development Activities:  *What specific activities will you undertake to achieve this goal?* |  |
| Resources:  *What resources are available to help you as you work towards this goal?* |  |
| Potential Obstacles:  *What obstacles may stand in the way of achieving this goal, and what you will you do to address them?* |  |
| Expectations:  *What are the expectations of the employee, the manager, and any other stakeholders as this goal is underway?* |  |
| Progress:  *Periodically, record your progress with the date and any observations or comments.* |  |
| Reflection:  *After you’ve completed the goal, reflect on what you learned along the way* |  |