



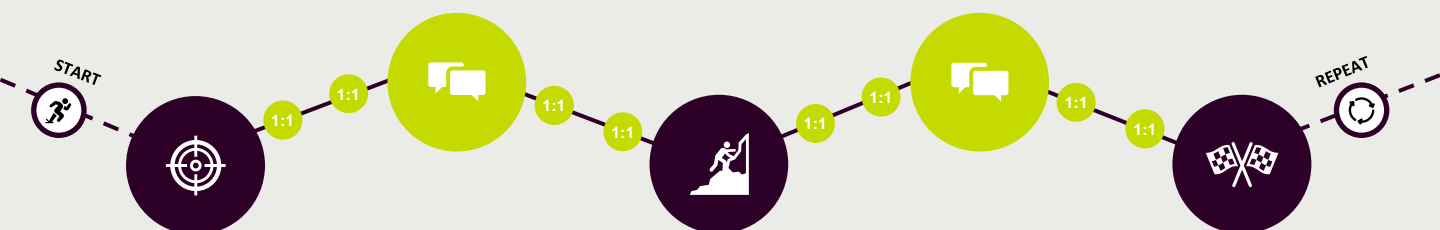
Business Targets and Unlocking Zymer Development

Annual cycle

Name:

Year:

ANNUAL CYCLE



Target Setting

Set IDP and Business targets for the year ahead to unlock development & thrive

Regular 1:1's

Use 1:1s to discuss development progress and learnings post the last meeting. Two-way feedback and removing roadblocks in daily tasks and projects

Mid-term Review

Assess performance on – and thriving in – IDP & Business and adjust targets if needed

Regular 1:1's

Use 1:1s to discuss development progress and learnings post the last meeting. Two-way feedback and removing roadblocks in daily tasks and projects

Annual Review

Year-end deep-dive on targets and overall development, thriving and making sense of progression & impact

Q1

Q1-Q2

Q3

Q3-Q4

Q4-Q1

The IDP include CONFIDENTIAL personal information about employee(-s). As employees, please store the file in a separate folder on OneDrive and share it to the leader through the OneDrive share functionality. Avoid sending the file as a physical attachment pr. email and always use the "Personal Data" sensitivity label in Outlook. During midterm and annual review, the leader downloads latest version, review, and share through One Drive share functionality. Leaders can keep for maximum 5 years. Please remember to delete the files when no longer in use.



Business Targets

Before filling out individual targets please collect relevant target input from e.g., leader targets, team targets or project targets. Please send as pre-read to leader.

AGREE YEARLY BUSINESS TARGET(S)
WITH YOUR LEADER AND DOCUMENT

EVALUATE STATUS AND IMPACT DURING
MID-TERM AND ANNUAL REVIEW

Targets		Activities	Follow-up			
1			Behind	On track	Ahead	Complete
2			Behind	On track	Ahead	Complete
3			Behind	On track	Ahead	Complete



Business Targets (II)

If needed

Targets		Activities	Follow-up			
4			Behind	On track	Ahead	Complete
5			Behind	On track	Ahead	Complete
6			Behind	On track	Ahead	Complete



Individual Development Plan

Prepare and fill ***BEFORE*** meeting with leader

1



Section 1: Thrive Self-Reflection

How are you currently doing in your work and life, in general?

When do you thrive the most at work?

2



Section 2: Development and Career Self-Reflection

Zymer to send as pre-read before meeting

Which personal and professional competencies have you developed since last year's IDP? How do you use it in your work?

Looking back

Are there any development targets or actions you wish to continue this year?

Describe your primary strengths that have helped you perform in your current role.



Individual Development Plan

Prepare and fill **BEFORE** meeting with leader



Section 2: Development and Career Self-Reflection

Zymer to send as pre-read before meeting

	Looking ahead
How do you see your current role developing in the next 1-3 years? Consider trends and potential changes within your field	
Describe your development areas in your current role considering business targets, strengths, and potential changes?	
What is your long-term career aspiration? What about this aspiration excites you?	
Describe your development areas to progress on your career aspiration?	



Individual Development Plan

Prepare and fill **BEFORE** meeting with leader

1. **Before:** Fill out using the [70-20-10 learning](#) model.
2. **During:** Align and prioritize. Discuss timeline and how you will follow up on progress.
3. **After:** Finalize the IDP to reflect discussion and share update with leader.

Development Targets	Activities & Timeline	Follow-up
1		
2		

Note down if any actions agreed with your leader to thrive more at work



Individual Development Plan

Prepare and fill ***BEFORE*** meeting with leader

1

Development Targets

Activities & Timeline

Follow-up

2

3



Follow-up

Mid-term review overall incl. leader feedback

Zymer

Leader

Annual review incl. overall incl. leader feedback

Zymer

Leader