

## Preparing Your Individual Development Plan (IDP)

The goal of the Individual Development Plan is for you to create a roadmap to follow as you develop your skills and capabilities to be successful in both your current role, as well as where you aspire to go in your career.

Meeting with your manager provides an opportunity to formalize the process, establish goals towards this end, and gain your manager's support and guidance.

As you prepare your IDP, reflect on your self-assessments done earlier in this program, as well as feedback and insights you have gained through discussions with your manager and/or mentor, as well as from your informational interviews.

What insights does this information provide into your performance? What areas in which you want to grow? It is important to consider both near-term goals and long-term goals to elevate your performance and accelerate your career and professional growth.

Remember, your goals should be specific, motivating, attainable, relevant, and trackable.

## Conducting an Individual Development Plan (IDP) Discussion

Review the step-by-step guide below to conduct a successful and productive IDP discussion.

1. Express mutual thanks for taking the time to meet.
2. Review employee's reflections and insights from your previous career discussion and share what has been learned during the Informational Interviews.
3. Discuss how employee's passions and interests can be leveraged to strengthen their performance in current and future roles.
4. Walk through the IDP and discuss planned development goals, what actions will be taken to achieve them, and how progress will be measured.
5. Ask questions to clarify, explore and discuss alternatives, and agree upon any adjustments.
6. Share feedback on how the career development process is working for both of you, and schedule a check-in discussion to review progress.





# Individual Development Plan (IDP) Template

This IDP enables employees to collaborate with their manager to identify and create development plans for elevating performance and professionals growth. It is designed to be mutual effort between the employee and manager.

NAME:  
MANAGER:

POSITION/DEPARTMENT:  
MENTOR/COACH:

START DATE:  
END DATE:

## DEFINE YOUR GOALS

Consider your strengths, demands of your role, career/performance goals, and feedback from your peers and leader. What insight does this information provide into your performance? Select two areas in which you want to grow. It is good practice to select a near-term goal and a longer-term goal to elevate your performance and accelerate your career and professional growth.

Ask yourself: What could I do differently/better that would make the greatest positive impact on my work? What development priorities give me the greatest leverage?

Write specific goals describing how/what you want to improve or learn.

### Development Goal 1

### Development Goal 2

## GOAL VALIDATION

To ensure you have identified the most valuable areas of focus for your development, ask yourself:

- Are my goals relevant to my own development and to the needs of the business?
- Am I taking into consideration my strengths as well as anything that might be holding me back?

Now, whose insight do you trust that could validate your goals?

## IDENTIFY YOUR ACTIONS

The best plans fail without intentional action. Your development is too important to your own success and the success of your organization to be poorly executed or left to chance. Take some time to consider what actions you will need to take to achieve the development goals you've set.

**What are 2-3 tangible steps I will take that will help me accomplish Development Goal #1?**

**What are 2-3 tangible steps I will take that will help me accomplish Development Goal #2?**

## ENSURE YOUR SUCCESS

**How will I define "success" on Goal 1 at the end of the year?**

(Example: If I have improved performance or skill in this goal it will look like \_\_\_\_\_.)

**How will I define "success" on Goal 2 at the end of the year?**

## EVALUATE MY PROGRESS


We live in a dynamic world. Over the course of a year, business needs can shift significantly and we must adapt and rise to new challenges. This does not mean your development should no longer be a priority. What it does mean is that you must revisit your plan more than once per year to ensure relevancy and progress.

**Schedule some time each quarter to evaluate your progress and update your plan.** Remember that you can grow most in your areas of strength. Are you giving enough attention to these areas? What strengths can you leverage to drive your development plan? What resources are available within your network to help you achieve your goals?

**Dates I will evaluate my plan:** \_\_\_\_\_

**Evaluate your plan.**

How would I rate my progress toward this goal over the last quarter?

 I have a little

 I have made progress

 I have reached key milestones

**3 Months:**

**Rating:**

**Rationale:**



**3 Months:**

**Rating:**

**Rationale:**



**3 Months:**

**Rating:**

**Rationale:**



This goal from this plan should be included in your quarterly goals & milestones. Doing so can help ensure your development gets the appropriate focus of both you and your leader.

