



Individual Development Plan (IDP)



Objective:

Create a personal development plan that aligns your strengths, career aspirations and business needs.

Reflect on the questions below prior to your development discussion with your PDL.

WHAT PARTS OF YOUR JOB DO YOU FIND MOST SATISFYING?	
<i>Most Satisfying?</i>	<i>Why?</i>

WHAT ARE YOUR KEY SKILLS OR STRENGTHS?	WHAT SKILLS OR STRENGTHS DO YOU WANT TO DEVELOP?

WHAT ARE YOUR SHORT AND LONG-TERM CAREER GOALS? <i>This includes experiences you would like, not just promotions (e.g., running an event, speaking at a conference, or managing a team)</i>	
Short Term (6-12 months):	Long Term (2 to 5 years):
WHAT TYPE OF ASSIGNMENTS, EXPERIENCES, COACHING AND/OR LEARNING DO YOU NEED TO MEET YOUR GOALS?	
	How can your PDL help?

Action Plan: Complete during or after development discussion with PDL

DEVELOPMENT OPPORTUNITY	SPECIFIC ACTIONS YOU WILL TAKE	BUSINESS IMPACT/RESULTS	COMPLETION DATE

Next Steps:
Best practices indicate that you should review development plans every 3-6 months as part of Check-In.

Next Development Plan Review Date: _____

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