



LOUISVILLE METRO GOVERNMENT

INDIVIDUAL DEVELOPMENT PLAN

Employee Name: _____ Employee ID Number: _____

Department: _____ Employee Reports To: _____

Current Position: _____ Date: _____

Next Development Plan Review Date: _____
(should be every 12 months)

DEVELOPMENT TIPS:

Prioritize. Identify development areas that will add the greatest value and make a difference.

Implement Something Every Day. Chip away in small bite-sized pieces. Spending even five minutes a day will make development a part of your daily discipline.

Seek Feedback and Support. Learn from others. Ensure that feedback is relevant to your development priorities.

Face your Barriers. Development isn't easy. Address any barriers that may keep you from your development priorities.

Involve Others. Find people who can help you in your development by soliciting ideas and reactions from them. Seek specific, candid feedback on both your strengths and weaknesses.

When setting development activities, keep in mind the **SMART** model:

- S** Specific - Do the objectives specify what you need to achieve?
- M** Measurable - Is it clearly defined and understood how success will be measured?
- A** Attainable - Are the objectives you set attainable?
- R** Realistic - Can you realistically achieve the objectives with the resources you have?
- T** Time bound - Does the objective include a specific date for completion?

Take Time to Reflect. Ask yourself what worked and what didn't work, and why.

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 as appropriate (time period may vary based on specific goals and activities).

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PROFESSIONAL GOALS/MOTIVATIONS

What are my professional growth and career aspirations?

TALENTS OR STRENGTHS TO USE MORE (3-5)

What are my talents and strengths?

DEVELOPMENT OPPORTUNITIES (1-2)

What knowledge or skills do I need to enhance?



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FOCUSED IDP OBJECTIVES AND ACTION STEPS (Short-Term Career Goals)

What development goals do I have for the next 1-2 years?
What specific actions can I take to achieve these goals?

FOCUSED IDP OBJECTIVES AND ACTION STEPS (Long-Term Career Goals)

What development goals do I have for the next 3-5 years?
What specific actions can I take to achieve these goals?



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Strength to Leverage - select at least <u>one</u> strength to enhance from page 2, Talents or Strengths		Area of Focus:		
<u>Critical Behaviors/Goals</u> What specific behaviors Do I need to model or exhibit in this competency or skill?	<u>Developmental Activities/Action Steps</u> (assignments, coaching, formal training) Remember SMART	<u>Manager's Role</u> (or involvement of others if applicable)	<u>Target Dates/ Milestones</u>	<u>Results/Outcomes</u> How have I succeeded in adapting my behavior or learning new skills? (provide examples)



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Area to Develop – focus on areas to develop that are critical to your performance; select 1 area to enhance from page 2, Development Opportunities		Area of Focus:		
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