Individual Development Planning Worksheet

Overview

The Individual Development Planning Worksheet is a tool for you to use to identify the development items and actions that will allow you to achieve your career objectives.

- Leverage the below guidance to complete the IDP worksheet.
- Align with your manager on the IDP.
- Capture your IDP in Workday to track opportunities and progress.

For full details on Gartner's development planning approach, how to leverage the <u>Career Development Roadmap Worksheet</u>, what to include in an effective IDP, how to align with your manager, and how to capture your IDP in Workday, please review the <u>Individual Development Planning Guide</u>.

Individual Development Plan Worksheet Guidance

Development Item

- What is the identified area of need?
- What needs to be accomplished?
- What is the associate getting out of this item to aid in their development?

Manager Support & Required Resources

- Specific manager support, feedback and coaching needed to succeed.
- Whose other support will be needed?
- Resources required to ensure successful completion of development items (mentors/coaches, SMEs to observe).

Timing

Align to important project milestones, such as:

- Completion of key deliverables
- Pre-determined number of practice opportunities.

Development Item
(Focus)

Development Activities
(List 1-3 actions for each developmental item)

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Manager Support & Outcomes Desired
(How will you measure success)

(Target completion date)

Development Activities

What will you do?

- ~70% should tie to experiential on-the-job experiences.
- ~20% should tie to exposure and connections.
- ~10% should tie to education and training opportunities.

Outcomes Desired

- How will the associate and their manager identify that development is occurring?
- What tangible changes or outcomes should be observed (e.g., knowledge, skills, and abilities)?
- The success measures should be achievable and measurable.

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Individual Development Planning Worksheet

Associate's Name	Manager's Name	
Current Role	Date	
Current Role	Date	

Development Item (Focus)	Development Activities (List 1-3 actions for each developmental item)	Manager Support & Resources Required	Outcomes Desired (How will you measure success)	Timing (Target completion date)

