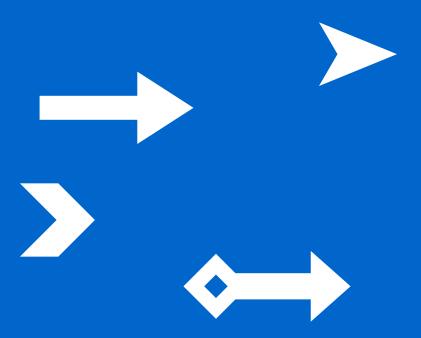


Individual Development Plan Workbook

Table of Contents

- **02 Own Your Opportunity**
- 04 Self Assessment
- **06 Career Vision**
- 08 Strengths + Gaps Inventory
- 12 Sharpening the Focus
- 14 Action Step Ideas
- 16 2021 Individual Development Plan
- 18 70/20/10 Guideline
- 20 Next Steps
- 22 Notes

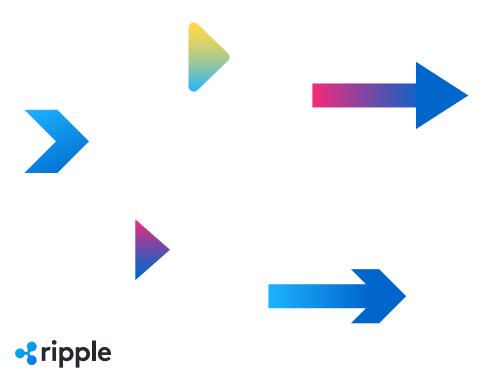


Individual Development Plan

Workbook

Name:

Date:



Own Your Opportunity

Today, career paths are highly individualized.

We all define success differently. At Ripple, you own your career and it is up to you to design your path forward.

Individual Development Plan Approach

- 1. Assess where you are today
- 2. Define what success looks like for you
- 3. Create a three-year vision for your career
- 4. Inventory your strengths and opportunities
- 5. Focus your development efforts
- 6. Draft a plan to share with your manager including action and accountability

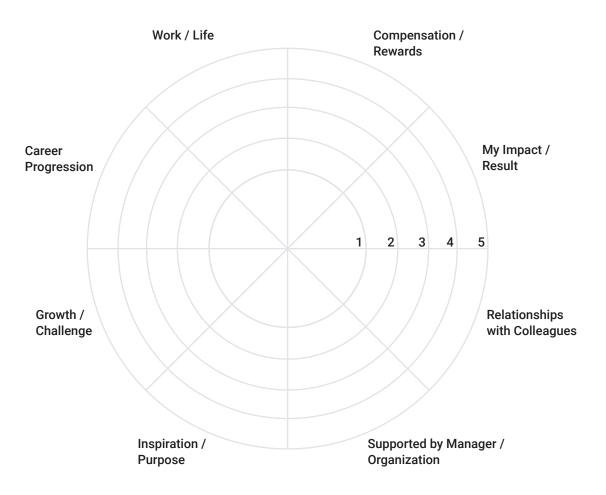
Individual Development Plan Own Your Opportunity

Self Assessment

Before designing a path forward, let's take a moment to assess where we're starting from.



Instructions: Rate your level of success/ satisfaction with each of the areas below. Give yourself a score from 1–5 in each area, use the wheel to record your scores.



Reflection Question: In which areas would you most like to raise your score?

4 Individual Development Plan Self Assessment

Career Vision

A career vision opens your eyes to what is possible and gives you something tangible to move toward. It is a picture of what you want to attain and the impact you want to make.



Imagine yourself five years in the future. You have achieved great success and attained your dream job. What is it that you have accomplished?
What does your dream job look like?
What is the impact you're making?

Individual Development Plan Career Vision

Strengths + Gaps Inventory

To get to your vision, what strengths can you leverage? What gaps will you need to close?

Instructions: Start with the list provided, putting a + next to strengths and - next to gaps that hold you back. Add a * to those that give you energy or would be a part of your ideal day.

Communication

- Written communication
- Verbal communication
- Reporting
- Delivering presentations
- Information sharing
- Stakeholder management
- Sharing ideas
- Saying the hard thing well
- Using metaphors and visuals

Expertise

- Technical skills
- Staying up-to-date on trends
- Command of critical issues
- Problem solving
- Creativity and imagination
- Setting a high bar
- Precision work and details
- Learning agility
- Implementing systems and processes
- Troubleshooting
- Accuracy in planning

Execution

- Achieving results
- Setting challenging goals
- Prioritizing tasks
- Overcoming obstacles
- Holding accountability
- Establishing team standards
- Creating order and structure
- Meeting deadlines
- Working well under pressure
- Dependability

Individual Development Plan Strengths + Gaps Inventory

Teamwork >

- Listening to others
- Valuing diverse opinions
- Helping team leader to meet goals
- Welcoming newcomers
- Promoting cross-team collaboration
- Group problem solving
- Fostering relationships
- Contributing to positive culture
- Modeling LEGGOS values
- Having fun
- Challenging of others' ideas and healthy debate
- Inclusive

Leadership >

- Communicating vision
- Balancing short/long term goals
- Giving recognition
- Understanding our industry and competition
- Predicting change in the market
- Adjusting strategic plans
- Creating alignment with company objectives
- Valuing diversity
- Strategic decision making

People Development



- Coaching
- Rewarding hard work and risk taking
- Mentoring
- Challenging and developing employees
- Teaching
- Providing visibility and opportunity to others
- Learning from mistakes
- Providing feedback

Other Strengths:

Other Gaps:

10 Individual Development Plan Strengths + Gaps Inventory 11

Sharpening the Focus

Pro Tip: Our time is limited, focus on fewer things done better. Use these questions to sharpen your focus.



What is the most important skill or experience to have in the next year? What does success look like? Be specific.
List possible actions you could take to achieve that.
What projects would stretch you?
Who might you shadow, interview, or ask for help?
What workshops, classes, books, videos, blogs, or events might you consider?
For action step ideas, see pages 15 and 16.

2 Individual Development Plan Sharpening the Focus



- Sign up for a 1:1 career coaching session on The Learning Well (located on your OKTA home page)
- Ask your manager for an assignment that will really stretch you
- Find a mentor (at Ripple or beyond!)
- Solicit feedback from others often
- Volunteer in your community
- Grab coffee with someone who has achieved a professional goal that you're working towards
- Network and navigate within the organization
- Join a professional organization (marketing, finance, etc.)
- Read biographies and autobiographies; locate books on famous people who possess the skills you are trying to develop or expand
- Subscribe to and read journals in your areas of interest
- Participate in our "on-boarding" program, buddy match, or *Welcome Wagon* program
- Explore new departments (attending meetings, meet people)
- Pursue a cross-functional assignment
- Take a class or training. Ripple offers a development stipend to support you.

14 Individual Development Plan Action Step Ideas

2021 Individual Development Plan

Based on the work you've done, draft your plan to make the most of your opportunity at Ripple.

This year, making the most of my opportunity at Ripple means:	

1 >	
Development Goal:	
Key Actions:	Target Date:

2	
Development Goal:	
Key Actions:	Target Date:
	•••••••
	•••••••••••••••••••••••••••••••••••••••

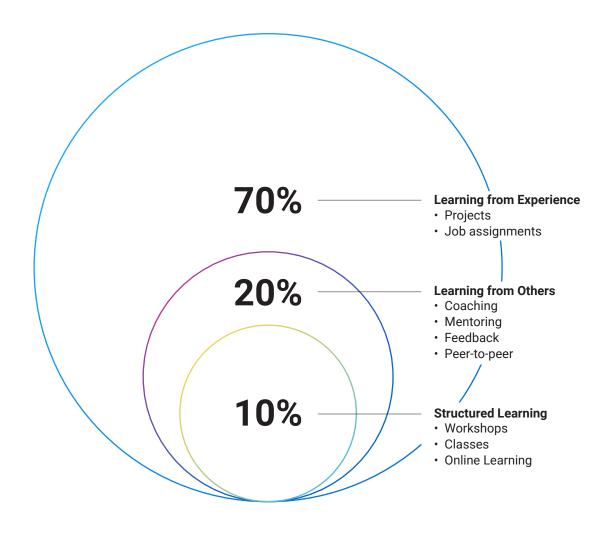
3 >	
Development Goal:	
Key Actions:	Target Date:
Key Actions:	

16 Individual Development Plan 2020 Individual Development Plan

70/20/10 Guideline

As you consider your development plan, have you designed the right mix of learning? The hands-on experience we get through our day-to-day projects is where we find 70% of our learning. The talented people around us are the source for the next 20%. Classes and formal learning opportunities make up the last 10%.





18 Individual Development Plan 70/20/10 Guideline 19

Next Steps

Your Role

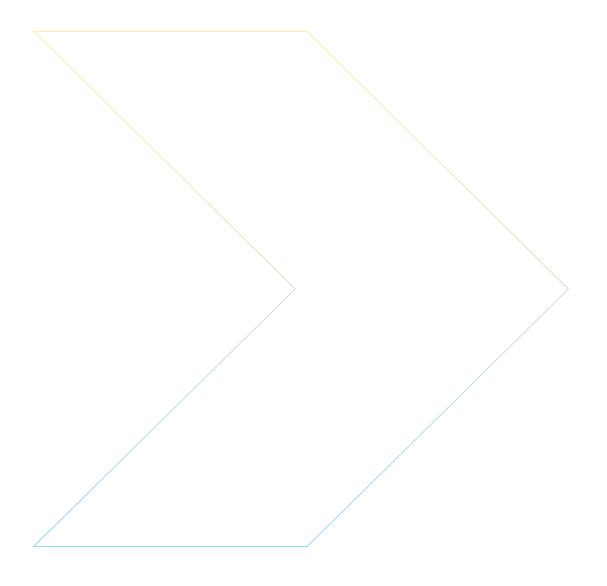
- 1. **You own your plan.** Your manager will help you find alignment and offer support, but it is up to you to get into action.
- Keep in mind. Your IDP is not a checklist for a promotion. This is about making the most of your opportunity and developing your skills.
- 3. **Performance first.** If you're not yet achieving consistent high performance on your OKRs and current role expectations, that should be the focus of your IDP.

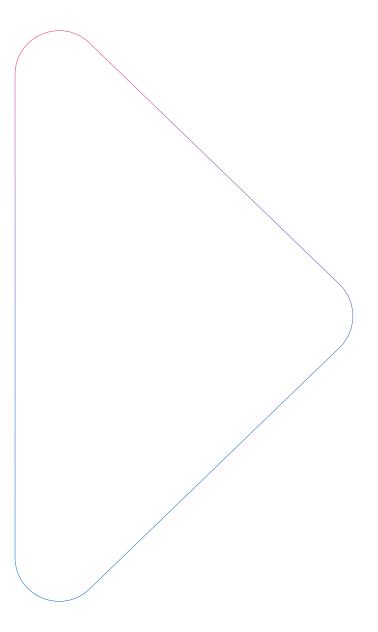
Role of Your Manager

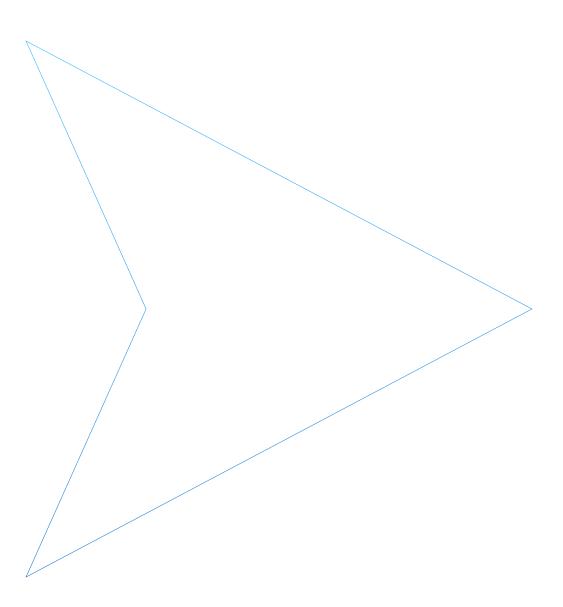
- 1. Help you **align your plan** with team and company needs.
- 2. Hold quarterly **career conversations** to help you clarify your career interests.
- 3. Providing coaching and feedback.
- 4. **Check in** on your development plan progress and next steps.

20 Individual Development Plan Next Steps 21

Notes







Join **#learning** on Slack for the latest information

For questions and information visit the **Learning Well** on your OKTA home or email **learning@ripple.com**

