

Individual Development Plan Development Tips:

- ***Prioritize.*** Identify strengths and development areas that will add the greatest value for you professionally.
- ***Implement Something Every Day.*** Chip away in small bite-sized pieces. Spending even five (5) 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. Enlist your manager for on-going guidance.
- ***Face Your Barriers.*** Development is not easy. Address any barriers that may keep you from your development priorities.
- ***Involve Others.*** Find people who can help you in your development and who will provide specific, candid feedback on both your strengths and weaknesses if you solicit ideas and reactions from them.
- When setting development activities, keep in mind the ***SMART*** model:
 - S** Specific
 - M** Measureable
 - A** Action Oriented
 - R** Realistic
 - T** Time bound
- ***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).

Individual Development Plan

Name: _____

Manager/Supervisor: _____

Position: _____

Date: _____

Short-Term Development Goals (1 Year)

Competencies/Skills/Knowledge Needed

Long-Term Development Goals (2-3 Years)

Competencies/Skills/Knowledge Needed

Individual Development Plan

Strength to Maximize Select at least one strength to continue to build upon		Area of Focus:		
Critical Behaviors What specific behaviors do I need to model or exhibit in this competency or skill in order to maximize this strength?	Development Activities/Actions Steps (Assignments, coaching, formal training, etc.) Remember the SMART model	Manager/Supervisor Role (or involvement of others if applicable)	Target Dates/Milestones	Results/Outcomes How have I succeeded in maximizing my strength? (Provide examples)

Individual Development Plan

Area to Develop Focus on areas to develop that are critical to your performance; select 1 or 2 areas to work on at a time		Area of Focus:		
Critical Behaviors What specific behaviors do I need to model or exhibit in this competency or skill?	Development Activities/Actions Steps (Assignments, coaching, formal training, etc.) Remember the SMART model	Manager/Supervisor Role (or involvement of others if applicable)	Target Dates/ Milestones	Results/Outcomes How have I succeeded in adapting my behavior or learning new skills? (Provide examples)

Individual Development Plan

Employee Insights: Highlights, challenges, concerns and key learning

Individual Development Plan

Manager/Supervisor insights: Highlights, challenges, concerns, key learning

Next Development Plan Review Date: _____

Employee

Date

Manager/Supervisor

Date

Director

Date

