

INDIVIDUAL DEVELOPMENT PLAN

Name	Current Position	Division/Department	Supervisors Name	Date

1. Strengths and Talents to Leverage to Meet Goals

2. Goals – make them SMART

3. Developmental Objectives (Skills & Talents to be Developed)	4. Purpose	5. Priority	6. Description of Planned Developmental Activity (next steps, includes dates and timelines)	7. Evidence of Accomplishment

8. Resources & Support:	
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9. Your Contribution:	
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IDP LEGEND

An individual development plan (IDP) is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance. An IDP provides a framework that will help you identify the areas of your strengths and weaknesses and come up with a guide that will optimize and capitalize on your existing skills and capabilities. It is a snapshot of where you stand at the time of the assessment that lets you reflect on your next steps.

Box 1: Strengths and Talents to Leverage to Meet Goals

Consider your strengths and talents that you can use to help you achieve your goals. Ask your supervisor, team member, mentor, coach or someone you trust for their honest input.

Box 2: Goals – make them SMART

SMART is an acronym that you can use to help when setting your goals of your IDP.

Specific - A specific goal has a much greater chance of being accomplished than a general goal.

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set.

Achievable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true.

Realistic - To be realistic, a goal must represent an objective toward which you are both willing and able to work.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency

Box 3: Developmental Objectives

List specific knowledge, skills, and abilities to be acquired/developed in this IDP.
Be sure your objectives may be reasonably accomplished in the period of time you have specified. Keep it manageable!

Box 4: Purpose (could be multiple)

A. Organizational Awareness
B. Innovation/New Technology

C. Organizational Change
D. New Assignment

E. Improved Performance
F. Meet Future Staffing Needs

G. Develop Skill
H. Career Advancement

Box 5: Priority

1. Essential

2. Needed

3. Helpful. . . to achieving what?

Box 6: Description of Planned Developmental Activity (next steps, includes dates and timelines)

Examples of developmental activity you will use to complete your objectives.

On Site or Off-Site Training or Course

Added Responsibilities

Seminar or Conference

On-The-Job Training

College or University Level Course

Self-Development

New or Rotational Assignment

Networking

Box 7: Evidence of Accomplishment

Cite specific product(s), outcome(s) or evidence which demonstrate completion of the planned developmental activities.

Box 8: Resources & Support

Is there anyone who could support you in your development / in achieving your goals?

Box 9: Your Contribution

How will you support your team and AOT's mission and vision by achieving your goal?