

INDIVIDUAL DEVELOPMENT PLAN

Name: _____ Manager: _____

Position: _____ Date: _____

Date in Current Position: _____

Section A: Career Plan

Personal Mission Statement

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Short-Term Career Goals (1-2 years)

Area of Interest / Position Title	Competencies/Skills/ Knowledge Needed: (areas I need to develop)

Long-Term Career Goals (3-5 years)

Area of Interest / Position Title	Competencies/Skills/ Knowledge Needed: (areas I need to develop)

INDIVIDUAL DEVELOPMENT PLAN

Strength to Leverage – select at least <u>one</u> strength to continue to build upon		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 <u>SMART</u>	<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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<u>Area to Develop</u> – focus on areas to develop that are critical to your performance; select 1 or 2 areas to work on at one time		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 <u>SMART</u>	<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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Manager and/or Employee Comments:

Next Development Plan Review Date: _____
(should be every 3-6 months)

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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 (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.
- **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 and who will provide specific, candid feedback on both your strengths and weaknesses.
- When setting development activities, keep in mind the **SMART** model:
 - S** Specific
 - M** Measurable
 - A** Action Oriented
 - R** Realistic
 - T** Timebound
- **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).