

Individual Development Plan (IDP)

Name -- UAB Employee

Time Period Covered

 FY

DEVELOPMENTAL GOALS	COMPETENCIES DEVELOPED	DEVELOPMENTAL ACTIVITIES	DEADLINE	RESOURCES	ACHIEVEMENT REVIEW	DATE COMPLETED
Personal Goals	My goals involve developing the following competencies:	Developmental activities I will pursue:	Target dates for goal completion:	Resources I will need:	This is how I will measure my progress:	This is the date I achieved my goal:
Goal 1 To be able to assist with departmental record keeping	Ability to use Microsoft Excel	Complete all levels of Excel training offered by UAB Training and Development	Complete 2 sessions per quarter for the next 9 months (3quarters)	Time to attend classes. Time to practice skills	Classes attended Ability to assist with tasks	
Goal 2 To be able to provide superior customer service	Ability to handle difficult customers Ability to communicate clearly with colleagues	Attend the following "Dealing with Difficult Behavior" "Communication and Listening Skills"	Attend one class in the Spring and one class in the Summer	Time to attend classes Opportunities to teach skills to colleagues	Classes attended Improved customer service	
Goal 3						

Signature (Employee)

Date

Signature (Supervisor)

Date