Individual Development Plan

Staff Performance Management Process

Step 1: Planning

An Individual Development Plan (IDP) is a document that outlines the professional goals you want to accomplish and outlines the steps that you will take to meet those goals. It should be used as a roadmap for you and your supervisor to plan, communicate, and help you stay on track. You will refer back to this document regularly throughout the year, so it’s important to create a plan that both you and your supervisor are committed to achieving.

Employee Name:

Title:

Organization:

Date of Hire:

Supervisor:

Identifying Your Individual Goals

The following section will help you identify our individual development goals while ensuring that they support the goals of your department. You do not have to complete every box; in some cases you may want to focus on just 1 or 2 areas of knowledge, skills, and ability (KSA). Keep in mind that you should think about KSAs that you don’t currently have (ex. You do not know how to use Microsoft Access) and KSAs that you do have but would like to build upon (ex. You already provide strong customer service, but you would like to build strong relationships with the students you serve).

|  |
| --- |
| **Departmental Goal(s) that I will focus on supporting this year:** |
| **What KSAs listed on the Performance Appraisal will be most critical for me to demonstrate in order to support this goal?** | [KSA 1] | [KSA 2] | [KSA 3] |
|  |  |  |  |
| Where am I now on this KSA? (Describe current performance or ability) |  |  |  |
| Where does my supervisor expect me to be on this KSA? (Describe performance standards) |  |  |  |
| Where do I want to be on this KSA? (Describe your own personal aspirations) |  |  |  |
| What are the gaps between where I am now, where I am expected to be, and where I want to be? |  |  |  |
| **Based on these gaps, I have identified the following individual development goals:****1.****2.** |
| **What KSAs *beyond* those listed on the Performance Appraisal will be critical for me to demonstrate and develop in order to support this goal?** | [KSA 1] | [KSA 2] | [KSA 3] |
|  |  |  |  |
| Where am I now on this KSA? (Describe current performance or ability) |  |  |  |
| Where does my supervisor expect me to be on this KSA? (Describe expectations- this will likely require a discussion with your supervisor) |  |  |  |
| Where do I want to be on this KSA? (Describe your own personal aspirations) |  |  |  |
| What are the gaps between where I am now, where I am expected to be, and where I want to be? |  |  |  |
| **Based on these gaps, I have identified the following individual development goals:****3.****4.** |

Planning To Achieve Your Goals

For each goal you identified in the previous section, complete a Goal Worksheet (pages 5-7). For each goal, try to identify a range of methods you will use to work towards that goal. Ideally, each goal will include on-the-job learning, relationship-based learning, and formal training/education.

|  |
| --- |
| **Goal 1: (fill in)** |
| **Methods to Be Used** |
| **On-the-Job Learning** |
| What challenging assignments will you work on to build skills and achieve your goals? This may include special projects, new job responsibilities, etc. |
| **Type of assignment** | **Timeframe**  |
|  |  |
|  |  |
| **Relationship-based Learning** |
| How will you rely on relationships with others to help you achieve development goals? This may include coaching, mentoring, shadowing, etc. |
| **Type of assignment** | **Timeframe**  |
|  |  |
|  |  |
| **Training/Education** |
| What formal training/education will you take advantage of to help you achieve development goals? This may include conferences, classes, etc.  |
| **Type of assignment** | **Timeframe** |
|  |  |
|  |  |
| **Goal 2: (fill in)** |
| **Methods to Be Used** |
| **On-the-Job Learning** |
| What challenging assignments will you work on to build skills and achieve your goals? This may include special projects, new job responsibilities, etc. |
| **Type of assignment** | **Timeframe**  |
|  |  |
|  |  |
| **Relationship-based Learning** |
| How will you rely on relationships with others to help you achieve development goals? This may include coaching, mentoring, shadowing, etc. |
| **Type of assignment** | **Timeframe**  |
|  |  |
|  |  |
| **Training/Education** |
| What formal training/education will you take advantage of to help you achieve development goals? This may include conferences, classes, etc.  |
| **Type of assignment** | **Timeframe** |
|  |  |
|  |  |

|  |
| --- |
| **Goal 3: (fill in)** |
| **Methods to Be Used** |
| **On-the-Job Learning** |
| What challenging assignments will you work on to build skills and achieve your goals? This may include special projects, new job responsibilities, etc. |
| **Type of assignment** | **Timeframe**  |
|  |  |
|  |  |
| **Relationship-based Learning** |
| How will you rely on relationships with others to help you achieve development goals? This may include coaching, mentoring, shadowing, etc. |
| **Type of assignment** | **Timeframe**  |
|  |  |
|  |  |
| **Training/Education** |
| What formal training/education will you take advantage of to help you achieve development goals? This may include conferences, classes, etc.  |
| **Type of assignment** | **Timeframe** |
|  |  |
|  |  |