

# Individual Development Plan

Name \_\_\_\_\_ Blazer ID \_\_\_\_\_ Date \_\_\_\_\_

My plan to develop skills for my current and future aspirational roles.

| Development Goals                                                                                                                                                                    | Targeted KSAs                                                                                                                                                                                                                                                                                                                                                     | Success Metrics                                                                                                                    | Developmental Activities                                                                                                                                                                                                                                                                                                                                        | Target Date for Goal Completion | Required Resources                                                                                                                                                                         | Date Completed |
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| <p>1. Improve my presentation skills within the next six months by giving formal presentations to members of my professional organization once a month for the next five months.</p> | <p><b>Knowledge</b><br/>Awareness of how others perceive presentation skills; refresh on presentation skills best practices</p> <p><b>Skills</b><br/>Inviting body language; engaging tone of voice; slide order, layout, images</p> <p><b>Abilities</b><br/>Captivate an audience; improve leadership presence; build trust; communicate a compelling vision</p> | <p>Positive feedback from audience</p> <p>Increased confidence</p> <p>At least 4 out of 5 overall rating on final presentation</p> | <p>Watch LinkedIn Learning programs on presentation skills</p> <p>Video self to review and fine tune presentation approach</p> <p>Ask professional organization members to give feedback on presentations</p> <p>Give initial presentation and receive feedback</p> <p>Incorporate feedback from previous presentations to improve subsequent presentations</p> | <p>11/15/20</p>                 | <p>Access to audience</p> <p>Video recording device</p> <p>Survey for audience to provide feedback</p> <p>Regular meetings with individual audience members for more detailed feedback</p> |                |