

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
1.						
2.						
3.						

Guidance for Employee Individual Development Plans (IDPs)

What is an IDP?

An Individual Development Plan (IDP) is a tool to help you create professional development goals. These goals will not only help develop behaviors and skills for your current role, but also for future aspirational roles. After you draft your goals, you can use your IDP as the foundation for a productive developmental conversation with your manager. Once written, you'll review it, update it and refer to it as you collaborate with your manager on goals and expectations.

To aide you in thinking this through, refer to:

- **UAB Values:** uab.edu/plan/the-plan/mission-vision-shared-values
- **UAB Leadership Expectations:** uab.edu/humanresources/home/images/PerfMgmt/Leadership_Expectations.pdf

Am I required to have an IDP?

No. UAB is making this resource available to you. Use it if helpful or in the case that your manager asks you to.

How do I start a conversation about my IDP?

Your manager may initiate the conversation. If not, ask your manager if you can schedule time to talk about your goals. An initial meeting about goals may take 45 minutes. We suggest follow up meetings at regular intervals, at least quarterly. Note: Your department/school may have a form they prefer.

Goal Section:

Strive for goal clarity. Each goal has several columns...

1. Create a succinct description of the goal.

2. Targeted KSAs: Identify the knowledge, skills and abilities (KSAs) needed to succeed in your current role and future aspiration roles

3. Success metrics: What does success look like? How will you know if you have achieved this goal? e.g. improved collaboration — participate and complete at least 3 projects with team members I haven't worked with in the next 90 days.

4. Developmental activities: What specifically will you do? Attend meetings, take a class, organize a project? As you develop, remember 70/20/10. Seventy percent of your development is on-the-job, 20 percent is from interactions with others and 10 percent is from formal educational events. When you fill in this field, think about all three areas. Tie developmental efforts to mastery of this knowledge, skill and ability.

5. Target date: When will you get it done? To ensure you have a well-defined goal, consider SMART Goals. They are: Specific, Measurable, Achievable, Relevant and Time Bound.

6. Required resources: Think about what will be necessary to meet this target. Time, budget, experiences, meetings. It is important that you discuss this with your manager. The resources you need may not be possible. Get clarification.

7. Date completed: Once your goal is completed, write down the date. Congratulations! Celebrate! Share gratitude with others who helped you. Save goal sheets and completions to remind you of your success and to help with performance reviews. For career support and ideas about critical career conversations, visit uab.edu/learndev.