

# Individual Development Plan (IDP)



**Objective:**

Create a personal development plan that aligns your strengths, career aspirations and business needs.

*Reflect on the questions below prior to your development discussion with your manager.*

WHAT PARTS OF YOUR JOB DO YOU FIND MOST SATISFYING?	
<i>Most Satisfying?</i>	<i>Why?</i>

WHAT ARE YOUR KEY SKILLS OR STRENGTHS?	WHAT SKILLS OR STRENGTHS DO YOU WANT TO DEVELOP?

**WHAT ARE YOUR SHORT AND LONG-TERM CAREER GOALS?**

*This includes experiences you would like, not just promotions (e.g., running an event, speaking at a conference, or managing a team)*

*Short Term (6-12 months):*

*Long Term (2 to 5 years):*

**WHAT TYPE OF ASSIGNMENTS, EXPERIENCES, COACHING AND/OR LEARNING DO YOU NEED TO MEET YOUR GOALS?**

*How can your manager help?*

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**Action Plan:** Complete during or after development discussion with manager

DEVELOPMENT OPPORTUNITY	SPECIFIC ACTIONS YOU WILL TAKE	BUSINESS IMPACT/RESULTS	COMPLETION DATE

**Next Steps:**

Best practices indicate that you should review development plans every 3-6 months as part of Check-In.

*Next Development Plan Review Date:* \_\_\_\_\_