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## Employee Career Services Individual Development Plan (IDP)

For: \_\_\_\_\_

An individual development plan (IDP) is a tool designed to help achieve development goals. It translates global goals into concrete action steps and helps a person stay on track to achieve these goals.

### Setting Goals

An IDP typically includes three types of goals:

- Enhancing a skill area where there are current strengths
- Developing a new skill area
- Acquiring new skills

When goals are met successfully, most often they are “SMART” goals: Specific, Measurable, Achievable, Reasonable, and Time-based.

Most people identify one to three areas to work on, based on the person’s priorities and the priorities of his or her unit/department/college. Identify whether they are short term, or critical to the current position, or longer-term, something for growth for the future.

### Identifying Strategies

When you have identified the goals, the next step is to think through strategies for reaching these goals. Here are a few options: formal learning opportunities such as classes or workshops, individual assistance such as coaching or mentoring, self-directed learning, small group learning, on-the-job experiences, or participation in professional organizations.

### Outlining Action Steps

Action steps spell out what to do to reach a goal. Identify as many action steps as are needed to reach the goal. Try brainstorming many possible activities, then sort through and specify which action steps make the most sense. Again, be as specific as possible.

### IDP Resources

Employee Career Services can help you at any phase of this process. Feel free to call or send an e-mail to:

Rosie Barry	626-1004	<a href="mailto:barry023@umn.edu">barry023@umn.edu</a>
Patty Bales	626-0769	<a href="mailto:bales011@umn.edu">bales011@umn.edu</a>
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Office of  
**Human Resources**  
UNIVERSITY OF MINNESOTA

## Individual Development Plan (IDP)

Date: \_\_\_\_\_

What are my goals?

1.

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2.

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3.

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What strategies will help me reach my goals?

1.

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2.

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3.

What action steps can I take to reach my goals?

1.

Due date: \_\_\_\_\_

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2.

Due date: \_\_\_\_\_

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3.

Due date: \_\_\_\_\_

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What resources or support will I need?

1.

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2.

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3.