Employee Career Services
Organizational Effectiveness
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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:

Donna Bennett benne326@umn.edu 612-624-0394
Individual Development Plan (IDP)

Date: ___________________________

What are my goals?
1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________

What strategies will help me reach my goals?
1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________

What action steps can I take to reach my goals? (Be sure to include due dates for each step)
1. ___________________________________ Due date: ___________
2. ___________________________________ Due date: ___________
3. ___________________________________ Due date: ___________

What barriers might get in the way of reaching my goals?
1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________

What resources or support will I need?
1. ___________________________________________________________________
2. ___________________________________________________________________
3. ___________________________________________________________________

Start – Stop – Continue
Identifying actions and behaviors is a key element in creating an Individual Action Plan. Complete the following three questions to get you started on implementing some changes as a result of your session today.

What is one specific thing that you can START doing as a result of today’s session?

What is one specific thing that you can STOP doing as a result of today’s session?

What is one specific thing that you can CONTINUE doing as a result of today’s