Individual Development Plan (IDP) for [INSERT NAME]

An individual development plan (IDP) is a tool 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 or: 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 those 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 a plan to do to reach a goal. Identify as many action steps as are needed to reach the goal. First, try brainstorming many possible activities, then sort through and specify which action steps make the most sense. Again, be as specific as possible.
Name: ____________________________

What are my goals?

1.

2.

What strategies will help me reach my goals?

1.

2.

What resources do I need?

1.

2.
What action steps can I take to reach my goals? (Be sure to include due dates for each step)

1.

2.