

Individual Development Plan (IDPs) – Sample

I. Introduction

The Individual Development Plan (IDP) is a personalized roadmap for your professional and personal growth. It outlines your goals, identifies areas for improvement, and defines the actions you need to take to achieve them. This plan will help you maximize your potential and contribute more effectively to our organization.

Employee Name: [Your Name]	Date: [Current Date]	Supervisor Name: [Name of Your Supervisor]
Department/Team: [Your Department/Team]	Position: [Your Current Position]	

II. Current Assessment

Strengths:

No.	Strengths
1.	[Strength 1]
2.	[Strength 2]
3.	[Strength 3]

Areas for Improvement:

No.	Areas for Improvement
1.	[Area for Improvement 1]
2.	[Area for Improvement 2]
3.	[Area for Improvement 3]

III. Career Goals

Short-Term Goals (6-12 months):

No.	Short-Term Goals	Action Steps	Timeline
1.	[Short-Term Goal 1]	- [Step 1]	[Expected Completion Date]
		- [Step 2]	
2.	[Short-Term Goal 2]	- [Step 1]	[Expected Completion Date]
		- [Step 2]	

Mid-Term Goals (1-3 years):

No.	Mid-Term Goals	Action Steps	Timeline
1.	[Mid-Term Goal 1]	- [Step 1]	[Expected Completion Date]
		- [Step 2]	
2.	[Mid-Term Goal 2]	- [Step 1]	[Expected Completion Date]
		- [Step 2]	

Long-Term Goals (3+ years):

No.	Long-Term Goals	Action Steps	Timeline
1.	[Long-Term Goal 1]	- [Step 1]	[Expected Completion Date]
		- [Step 2]	
2.	[Long-Term Goal 2]	- [Step 1]	[Expected Completion Date]

No.	Long-Term Goals	Action Steps	Timeline
		- [Step 2]	

IV. Development Actions

Training and Education:

No.	Training/Education Goal	Action Steps	Timeline
1.	[Training/Education Goal]	- [Identify relevant courses or workshops]	[Start Date - End Date]
		- [Enroll in courses]	
		- [Complete courses]	
2.	[Training/Education Goal]	- [Identify relevant courses or workshops]	[Start Date - End Date]
		- [Enroll in courses]	
		- [Complete courses]	

On-the-Job Learning:

No.	On-the-Job Learning Goal	Action Steps	Timeline
1.	[On-the-Job Learning Goal]	- [Identify specific projects or tasks for skill development]	[Start Date - End Date]
		- [Seek mentorship or guidance]	
		- [Apply new skills on the job]	
2.	[On-the-Job Learning Goal]	- [Identify specific projects or tasks for skill development]	[Start Date - End Date]
		- [Seek mentorship or guidance]	
		- [Apply new skills on the job]	

Networking and Mentoring:

No.	Networking/Mentoring Goal	Action Steps	Timeline
1.	[Networking/Mentoring Goal]	- [Identify key individuals for networking]	[Start Date - End Date]
		- [Schedule networking meetings]	
		- [Seek a mentor or offer mentorship]	
2.	[Networking/Mentoring Goal]	- [Identify key individuals for networking]	[Start Date - End Date]
		- [Schedule networking meetings]	
		- [Seek a mentor or offer mentorship]	

V. Progress Tracking

Regularly review and update your IDP to track your progress. Discuss your development goals and achievements with your supervisor during performance reviews or check-ins.

VI. Conclusion

Your Individual Development Plan is a dynamic document designed to help you achieve your career aspirations and personal growth objectives. Take ownership of your development, stay committed to your goals, and don't hesitate to seek support and guidance along the way.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

