

## **Individual Development Plan (IDP) Completion Instructions**

The IDP employs a concept that emphasizes discussion and joint decisions by the employee and the supervisor. The employee and the supervisor will determine the specific developmental activities/experiences necessary to fulfill the mutual goals of individual career development and organizational enhancement.

Your IDP should be a personal action plan, jointly agreed to by you and your supervisor, which identifies your short and long-term career goals. Your IDP should identify training and developmental experiences needed to achieve those goals, for your individual benefit and the benefit of your organization, within a specified time frame.

### ***Goals***

Short Term Goals are goals that you plan to achieve in one year or less. Long Term Goals are goals that will take longer than one year to achieve. Plan to address both.

### ***Competencies Section:***

Enter the goal or *competency* to be achieved or developed.

(I.e. delegation, communication, leadership, customer service, time management, resource management, professionalism, etc.)

### ***Developmental Activities:***

These activities may include, but are not limited to:

College course work, conferences, documented on-line training, on the job training, presentations, seminars, professional organizations, staff development courses, workshops, individual mentor relationships, etc.

### ***Outcomes:***

Outcomes will include knowledge, skills, and abilities developed or gained that are a result of the developmental activities.

### ***Target Date:***

The target date is simply the date that you plan to begin the developmental activity.

### ***Date Completed:***

This will be the date you complete the developmental activity.