

# Individual Development Plan



IDP 2020

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# Individual Development Plan

Success starts with a crystal-clear vision of what you want, and knowing the steps needed to get there.

This Individual Development Plan (IDP) has been created specifically for employees who are not offered IDPs or any form of professional development structure by their current employer.

This IDP plan will help you identify, set and act on your professional goals.

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This IDP is divided into 4 parts, to be completed in order.

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## Part 1:

### Identifying your Goals

Answer the questions relevant to your situation to identify where you are now and what your professional goals are for the next quarter or year.

#### **1.a Where are you now?**

What is my current work situation? (*What role are you in and how long have you been in it? How long have you been with the organization? How long have you been in this field? How do you feel about this role and this organization?*)

#### **1.b Where do you want to be?**

**1. Am I a newbie (be that in this role or in the organization) who needs to master essential skills critical to my success within the next 6 months?**

**2. Am I taking on additional challenges in my current role that require me to master existing tools and gather new knowledge and competencies?**

**3. Am I looking to exceed performance expectations in my current role?**

**4. Am I preparing for a promotion, a more senior role, a leadership role, or a different role that requires new skills or further development of existing ones?**

**a. What does this next role look like for me?**

**Part 2:**  
**Self-Assessment**  
**Using the CPO Model**

One of the secrets to successfully achieving the goals stated on your IDP form is focusing your goals and actions on the three areas shown below.

Many organizations and managers are likely to neglect your individual interests when discussing your IDP. DON'T LET THEM. By defining our goals with the CPO Model, we ensure a holistic view of what we want to achieve in this next quarter or year.



## Part 2.a. Competencies

In Part 1, you identified your current professional goals.

Keeping those in mind, complete the table below.

	<b>Strengths</b> What are my current strengths?	<b>Development Opportunities</b> What is important for me to learn/get better at?
<b>Technical Knowledge</b>		
<b>Personal Skills</b>		
<b>Team Skills and Interpersonal Skills</b>		
<b>Leadership Skills (Management)</b>		

## Part 2.b. Passions

Complete the table below.

<b>What do I love doing?</b>	<b>Do I do enough of it?</b>	<b>Do I want to do more of it?</b> How would that fit in with my current role or the role/responsibilities I'm looking to pursue?	<b>Development Opportunities</b> Does this passion need development? If so, will it positively impact my performance this year?

## Part 2. c. Organization Needs

Answer the questions below to identify how much you align with your organization's needs.

1. **What is my department's (or organization's) strategic plan?**
2. **How am I contributing to this plan?**
3. **Are there skills I need to develop to contribute more to my department and organization?**
4. **How do my competencies and passions align with my organization's current needs?**
5. **How do my competencies and passions align with my organization's vision for the future?**
6. **Has there been a shift in company culture, or in management, that requires that I meet new responsibilities and work demands?**

Now that you have a clear view of your strengths, weaknesses, passions and your organization's needs, you have all the information you need to create a strategic, and holistic, Individual Development Plan.

**Review your answers from Part 1 and Part 2 and home in on 3 areas (max) of importance for the quarter/year ahead. Once you have chosen these 3 areas of importance, you are ready to complete your Individual Development Plan.**

# My Individual Development Plan

<b>Name:</b>		<b>Date:</b>	
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## Professional Goals and Aspirations to be achieved by: \_\_\_ / \_\_\_ / \_\_\_\_

3 goals max

### Manager's Comment:

(Where do you see this employee in the future? Do you see them growing in the current role or taking on new responsibilities? Do you see them growing in the direction they have stated above?)

## Strengths to capitalize on:

### Manager's Comment:

(In what areas do you believe this employee demonstrates strengths and talents? Which ones would you advise they use more, and how?)

## Development Opportunities:

### Manager's Comment:

(In what areas do you believe this employee would benefit from training in relation to their current role and aspirations?)

## Actions that Employee will commit to, and Manager will support until \_\_\_ / \_\_\_ / \_\_\_\_



## Part 4: Meeting with Manager

### IDP Meeting

#### Before the initial meeting

Once you have completed the green sections in your IDP, it is time to reach out to your manager and request a one-hour meeting.

Keep in mind that your manager may not be familiar with an IDP as it is not currently offered at your place of employment. That should not, however, stop you from requesting this meeting and sharing the plan with them.

In your initial email to request the one-hour meeting, make sure to explain the reason you have decided to create your own IDP. Then kindly ask them if they are willing to support you on your development journey this year.

#### Meeting prep

If your manager agrees to support you with your IDP, make sure to send it to them before the initial meeting. Kindly request that they have a look at it and complete it before the meeting.

#### During the Meeting

1. Remember, this is your IDP plan, which means you will be leading the meeting and your manager will be supporting the conversation.
2. Reiterate your aspirations within your role and within the organization and give a clear overview of your IDP.
3. After each section, invite your manager to share their thoughts. Actively listen to not only their thoughts and recommendations, but also to their reactions and any silences.
4. Once you have both shared your thoughts on the section, come to an agreement of what goal and action items will be included in the IDP Action Plan.
5. Make sure you are both clear about the goals that have been included and how you will reach these goals (actions that will be taken).
6. Before ending the meeting, schedule the first IDP check-in to review your progress. This could be in 3 months, for example.
7. And, as always, remember to show gratitude and thank your manager for taking the time to go through the IDP with you and supporting you on this development journey.

## After the Meeting

1. Complete each goal's Action Plan (found below) as soon as possible.
2. Ensure that each action and deadline has been added to your work calendar.
3. Schedule it in. I would highly recommend setting a time, every Monday, to review your goals to be fully aware of your progress and start each week with motivation and awareness of your plan.

## Action Plan

<b>GOAL #1</b>			
<b>Start Date:</b>		<b>End Date:</b>	

Completed by	Action Steps
Potential Obstacles	How to Overcome Them

People inside and outside the organization who can assist me in completing this goal	Date to reach out

**NOW ADD ALL ACTIONS TO YOUR CALENDAR.**

<b>GOAL #2</b>			
<b>Start Date:</b>		<b>End Date:</b>	

<b>Completed by</b>	<b>Action Steps</b>	
<b>Potential Obstacles</b>		<b>How to Overcome Them</b>

<b>People inside and outside the organization who can assist me in completing this goal</b>	<b>Date to reach out</b>

**NOW ADD ALL ACTIONS TO YOUR CALENDAR.**

<b>GOAL #3</b>			
<b>Start Date:</b>		<b>End Date:</b>	

<b>Completed by</b>	<b>Action Steps</b>	
<b>Potential Obstacles</b>	<b>How to Overcome Them</b>	

<b>People inside and outside the organization who can assist me in completing this goal</b>	<b>Date to reach out</b>

**NOW ADD ALL ACTIONS TO YOUR CALENDAR.**

## **Additional Material**

Below you will find exercises that may help you track your successes and development habits.

The exercises below are not required to create a well-rounded IDP, but they are very useful tools for a boost of confidence and self-motivation.

# ACHIEVEMENT INVENTORY

Take inventory of your achievements from the beginning of your career up to today.

Achievement	Results / Feedback Received

# HABIT TRACKER

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	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>	<i>S</i>
<i>HABIT</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<i>GOAL</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<i>GOAL</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# ACHIEVEMENT TRACKER

