



Individual Development Plan (IDP)

Employee's Name	Right Wright	Employee's Title	Director
Date Plan Created dd/mm/yy	6/30/17	Employee's Signature and Date	 7/2/17
Supervisor's Name	M. Left	Supervisor's Signature and Date	 7/2/17
Goal _1_ of _3_		✓ Go to next page if there are additional goals for your IDP. ✓ Remember to save a copy for yourself.	
Competency Focus Select one	<input type="checkbox"/> Managing Self: Cultivate Self-Awareness <input type="checkbox"/> Managing Others: Communicate Effectively and Openly <input type="checkbox"/> Managing Others: Promote a Respectful and Inclusive Workplace <input type="checkbox"/> Managing Others: Manage Performance <input checked="" type="checkbox"/> Managing the Work: Utilize Organizational Skills <input type="checkbox"/> Managing the System: Uphold Legal Requirements and Organizational Policies		

Developmental Goal Describe desired skill, knowledge, or awareness. Be specific. Focus should be on current role but may also support long-term career goals.	<i>Increase delegation of work/projects to staff to support my own productivity and support staff development.</i>
Actions Describe what steps you will take for developing your desired developmental goal. Be specific with the what, where, when, and with whom.	<ul style="list-style-type: none"> • Target particular project tasks over the next two months. • Decide who to delegate to and use delegation worksheet. • Monitor progress and evaluate results with employees.
Key Learning and Application Discuss insight that will be gained from this process and how it will be applied to your position.	<i>This will result in better management of my time that includes building in more time for long-term planning/evaluation/bigger projects.</i>
Resources Needed Outline the projected resources needed to achieve the goal, i.e. coaching, tools, funding, etc.	<i>Potential training may be needed depending on task/project chosen.</i>
Success Criteria Describe how you will measure progress or track implementation of the goal, i.e. demonstrated behaviors,	<ul style="list-style-type: none"> • Project/tasks identified to delegate within three months • Delegation plan enacted, with staff input • Delegated task/project monitored and evaluated

learning, etc.	• Task/project completed by staff person with timeline and success criteria specified
Supervisor Comments Have a conversation with your supervisor about your goals and IDP.	<i>I fully support my staff to focus on this particular goal. I will check-in on their progress at our biweekly 1:1 meetings.</i>
Completion goal date dd/mm/yy	8/31/17
Progress review date dd/mm/yy	8/15/17

Goal _2_ of _3_		✓ Remember to save a copy for yourself.
Competency Focus Select one	<input checked="" type="checkbox"/> Managing Self: Cultivate Self-Awareness <input type="checkbox"/> Managing Others: Communicate Effectively and Openly <input type="checkbox"/> Managing Others: Promote a Respectful and Inclusive Workplace <input type="checkbox"/> Managing Others: Manage Performance <input type="checkbox"/> Managing the Work: Utilize Organizational Skills <input type="checkbox"/> Managing the System: Uphold Legal Requirements and Organizational Policies	

Developmental Goal Describe desired skill, knowledge, or awareness. Be specific. Focus should be on current role but may also support long-term career goals.	<i>Increase understanding of how my personality type manifests itself in my leadership: communication, conflict management, organizing and planning.</i>
Actions Describe what steps you will take for developing your desired developmental goal. Be specific with the what, where, when, and with whom.	<ul style="list-style-type: none"> • During next two months set aside 2 hours a week to research about my type. • Set aside two staff meetings to have conversation with staff about our preferences in regards to communication, conflict, organizing and planning. Identify our individual and collective strengths as well as areas where we may get stuck so we can problem-solve together.
Key Learning and Application Discuss insight that will be gained from this process and how it will be applied to your position.	<i>This will hopefully result in my staff feeling they have clarity when I give instructions for different tasks and will result in less errors.</i>
Resources Needed Outline the projected resources needed to achieve the goal, i.e. coaching, tools, funding, etc.	<i>Time. I hope to close my office door and not be disturbed.</i>
Success Criteria Describe how you will measure progress or track implementation of the goal, i.e.	<ul style="list-style-type: none"> • Share with my supervisor my strengths and areas for growth in relation to my type and leadership in order to regularly share my insights and challenges.

demonstrated behaviors, learning, etc.	• In 1:1 and staff meetings ask for feedback on how I have adapted to their styles and to different situations.
Supervisor Comments Have a conversation with your supervisor about your goals and IDP.	
Completion goal date dd/mm/yy	8/25/17
Progress review date dd/mm/yy	8/5/17

Goal _3_ of _3_		✓ Remember to save a copy for yourself.
Competency Focus Select one	<input type="checkbox"/> Managing Self: Cultivate Self-Awareness <input type="checkbox"/> Managing Others: Communicate Effectively and Openly <input type="checkbox"/> Managing Others: Promote a Respectful and Inclusive Workplace <input checked="" type="checkbox"/> Managing Others: Manage Performance <input type="checkbox"/> Managing the Work: Utilize Organizational Skills <input type="checkbox"/> Managing the System: Uphold Legal Requirements and Organizational Policies	

Developmental Goal Describe desired skill, knowledge, or awareness. Be specific. Focus should be on current role but may also support long-term career goals.	<i>Provide ongoing feedback to my staff to ensure employee effectiveness in their positions.</i>
Actions Describe what steps you will take for developing your desired developmental goal. Be specific with the what, where, when, and with whom.	<ul style="list-style-type: none"> • Coach staff in regularly scheduled 1:1 meetings. • Prioritize giving positive and constructive feedback on a regular basis. Keep own notes of examples from each employee's work performance. • Go over job expectations with each employee to ensure clarity of their role, responsibilities, and success criteria.
Key Learning and Application Discuss insight that will be gained from this process and how it will be applied to your position.	<i>I will have gained more comfort and confidence with giving different types of constructive and positive feedback to my staff. I hope my words and actions will role model to others how to best give ongoing feedback.</i>
Resources Needed Outline the projected resources needed to achieve the goal, i.e. coaching, tools, funding, etc.	<i>Additional resources about coaching employees, e.g., webinar, book.</i>

Success Criteria Describe how you will measure progress or track implementation of the goal, i.e. demonstrated behaviors, learning, etc.	<ul style="list-style-type: none"> • <i>Employees meet or exceed expectations of their outlined responsibilities. Include feedback, coaching, and examples in mid-year and end of year performance evaluations.</i> • <i>Gather customer satisfaction surveys for relevant positions.</i>
Supervisor Comments Have a conversation with your supervisor about your goals and IDP.	
Completion goal date dd/mm/yy	10/22/17
Progress review date dd/mm/yy	9/28/17