

Individual Development Plan (IDP)

| Performance Goal <ul style="list-style-type: none"> As outlined in performance program and/or List a competency targeted for development | Development Goal <i>Do (verb) + What + Why</i> <ul style="list-style-type: none"> State desired outcome Specifically describe current & desired skill or behavior (goal) | Plan your Activities <ul style="list-style-type: none"> Describe how the learning will be acquired (special project/task, training, observation, coaching) Describe what, when, where, & with whom | Resources Needed <ul style="list-style-type: none"> Outline what support is needed (help from manager, coaching, help from other people, tools, time, funding, etc) | Measure your Progress <ul style="list-style-type: none"> List behaviors/results expected & by when Set up meeting to discuss progress Describe what progress will look like | | Key Learning & Application <ul style="list-style-type: none"> State what insight was gained Describe how you applied it on the job like |
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| | Current: Development Goal: <input type="checkbox"/> Strength or <input type="checkbox"/> Skill Gap | | | Deadline | | |
| | | | | Meeting Dates | | |
| | | | | Completed | | |
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