



Individual Development Plan Guidelines

The Individual Development Plan (IDP) is an integral part of the Missouri Public Health Leadership Institute (MOPHLI) that allows each fellow to engage in a process of self-assessment. This process of self-assessment permits you to identify and measure goals to improve your personal leadership development skills. As part of MOPHLI's graduation requirements, listed below you will find the IDP guidelines and deadlines.

I. Individual Development Plan

The attached example and forms are provided to help you plan and record your own IDP goals and activities. **Draft and submit your IDP electronically to the MOPHLI Program Coordinator and your Coach by July 29, 2011.** You will be asked to assess yourself on these goals at the end of the MOPHLI experience. Feedback will also be provided to you by MOPHLI faculty.

IDP Guidelines:

- **Review.** Carefully review the results of your MBTI and LPI self-assessments for areas that would benefit from improvement.
- **Identify.** Identify between two and three leadership skills that you wish to improve.
- **Reflect.** Think about your Case Study Project and identify how it can provide you with opportunities to improve on the aforementioned leadership skills.
- **Set Goals.** Select one to three goals (these should be skills you wish to improve on) from your self-assessment results and input from others.
- **List Activities.** Identify steps you will need to reach each goal and incorporate dates by which each activity will be done.
- **Create Measures.** Indicate how you will assess your progress in terms of each goal.

II. Individual Development Plan Progress Report

Take your edited/updated IDP and record your progress for each goal. **Submit your final IDP electronically to the MOPHLI Program Coordinator and to your Coach by January 27, 2012.**

IDP Progress Report Guidelines:

- **Record Results.** Report whether or not you completed the listed activities on your IDP and if you met your goals goals.

MOPHLI INDIVIDUAL DEVELOPMENT PLAN

EXAMPLE

Goal: The outcome you want to achieve. This should be a personal leadership skill or trait that you want to improve or develop.

By the end of the year, I will have improved my delegation and employee empowerment abilities. I will become more skilled at encouraging decision-making at lower levels, and be freed up to spend more time on strategic planning.

By July 2006 I will have worked to improve my public communications skills by seeking 3 opportunities and conducting public presentation on emerging environmental issues.

By March 2006 I will have established relationships with key local political powers, state legislative personnel, or national advocates to discuss and gain their support regarding important environmental concerns.

Activities: List the specific activities you will undertake to reach your goal. This could be reading, training classes, consulting with others, taking on new projects, or anything else. Can be directly Academy-related or something you do on your own.

<p>A. <i>By October 15, 2008 I will schedule a meeting with my leadership team to discuss and renegotiate my role in day-to-day budgetary responsibilities, data analysis, and report writing. Based on results of this meeting, I will schedule and implement a training process for them around skills and competencies identified as needed. They will complete the training program by January 30, 2005. By the end of this training, they will be capable of completing budgets for their units, analyzing health data, and compiling quarterly reports—three tasks that have consumed much of my time.</i></p>	<p>Completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: <i>Completed.</i></p>
<p>B. <i>By October 15, 2008 I will read one delegation/empowerment book suggested by the MOPHLI course and consult with 2 MOPHLI peers who have addressed the same issue.</i></p>	<p>Completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: <i>Read Zapp the Lightning of Empowerment. Also had telephone conversations with Ben Sack and Randi Jones on their experiences with empowerment.</i></p>
<p>C. <i>By March 15, 2008 I will have my leadership team members developing and implementing plans for continuous improvement of their work units. A system will be designed to monitor their projects. Furthermore, they will conduct a benchmarking study to determine best practices used in other health agencies around the state. They will have ownership for designing and conducting these projects.</i></p>	<p>Completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: <i>Completely did this by February 15.</i></p>

Measures/Evidence: What kind of measure or evidence will you use to know that you accomplished the goal? (For example, 75% of divisions will have active quality improvement teams by April 1, review by third party, and better feedback from employees or supervisor, new initiative launched?)

I will keep a log of the number of projects completed by my leadership team in the coming year and compare these results to the previous year. I will track the time I spend on planning and prioritizing compared to previous years. Finally, I will conduct a pre/post survey and meeting to determine the degree to which my leadership team feels a sense of ownership, commitment, and empowerment.

Did you accomplish your goal? Yes Partly No Explain: *I am very pleased with my progress. Leadership team members say they appreciate their increased decision-making power. After the initial discomfort with the new approach, they have begun to embrace it and are making decisions about their staff and programs freely, consulting with me when appropriate. My direct reports do show greater ownership, commitment, and sense of empowerment.*

MOPHLI INDIVIDUAL DEVELOPMENT PLAN**Name:****Date:**

Goal: The **outcome** you want to achieve. This could be a personal leadership skill or trait that you want to improve.

Activities: List the **specific activities** you will undertake to reach your goal. This could be reading, training classes, consulting with others, taking on new projects, or anything else. Can be directly Academy-related or something you do on your own.

A. By (date) I will	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
B. By (date) I will	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
C. By (date) I will	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Measures/Evidence: What kind of measure or evidence will you use to know that you accomplished the goal? (For example, 75% of divisions will have active quality improvement teams by April 1, review by third party, and better feedback from employees or supervisor, new initiative launched?)

Did you accomplish your goal? Yes Partly No Explain, making reference to your measures (above) if possible:

MOPHLI INDIVIDUAL DEVELOPMENT PLAN**Name:****Date:**

Goal: The **outcome** you want to achieve. This could be a personal leadership skill or trait that you want to improve.

Activities: List the **specific activities** you will undertake to reach your goal. This could be reading, training classes, consulting with others, taking on new projects, or anything else. Can be directly Academy-related or something you do on your own.

D. By (date) I will	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
E. By (date) I will	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
F. By (date) I will	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Measures/Evidence: What kind of measure or evidence will you use to know that you accomplished the goal? (For example, 75% of divisions will have active quality improvement teams by April 1, review by third party, and better feedback from employees or supervisor, new initiative launched?)

Did you accomplish your goal? Yes Partly No Explain, making reference to your measures (above) if possible: