



INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name _____

Department _____

Employee _____

Date _____

What professional development opportunities would you like to pursue, relative to your current role, in the next 12 months?

What skills, education, experiences, or assistance will you need in order to accomplish your career development goals? What specific actions can you take to achieve these goals?

Are there strengths you would like to utilize that are not currently a part of your position description? Share specific examples.

Goals	RosePOD Training	Action Plan	Progress Report

IDP DEVELOPMENT TIPS:

The IDP is a personal action plan, jointly agreed to by the employee and the supervisor, which identifies short and long-term organizational goals. An IDP also identifies the training and other developmental experiences needed to achieve those goals, for the benefit of the organization and the individual, within a specified time frame.

Brainstorming and Preparation

To start the IDP process, first spend some time thinking about your career. As you do, ask yourself these questions:

- ✓ How am I doing in my current job? In what areas do I excel? In what areas do I fall short, and what can I do to improve? Do I have all the skills necessary to succeed?
- ✓ What are my short-term career goals and developmental needs?
- ✓ What developmental activities in my current job could help me develop the skills and knowledge I need for my target job?
- ✓ Are there projects or experiences at work that could be helpful in my development?
- ✓ Are there formal learning opportunities (e.g., conferences, RosePOD trainings, classes) that I would like to participate in?

As you consider these questions, write down your thoughts and note the areas with which you might need help. Be open and honest about your developmental needs. Finally, write down any career goals that emerge as a part of this brainstorm.

IDPs: Getting Started

Once you finish brainstorming, you should have some initial ideas for goals and relevant developmental opportunities. Now, begin to organize these ideas. Your supervisor or a member from RosePOD should be able to provide you with an IDP form. Generally, your IDP should include the following:

- ✓ A clear statement of short-term career goals (within 1-2 years)
- ✓ a clear statement of long-term career goals (within 3-5 years)
- ✓ a specific action plan for the next year designed to help move you closer to achieving these goals.

Creating Strong Goals

Don't be afraid to set tough, but realistic, goals for yourself. Good career goals will help you to identify and focus your developmental efforts, bringing you closer to where you want to be in your career. By capturing both long-term (3-5 years) and short-term (1-2 years) goals, you can make sure your current efforts are supporting your future ambitions. Try to capture at least one long-term career goal and three to six short-term career goals in your IDP. As you develop your IDP, make sure all of your goals:

- ✓ Are **SMART- Specific, Measurable, Attainable, Relevant, and Time-bound** (and that they complement the mission, vision, and goals of Rose-Hulman).
- ✓ Include any competencies you wish to develop
- ✓ Contain the strategies you will use to accomplish your goals (include the resources you will need).
- ✓ Explain how you will measure your progress Include a deadline for achieving your goals.
- ✓ Finally, for each goal you set, identify one to three developmental activities that will help you achieve that goal.

