



INDIVIDUAL DEVELOPMENT PLAN (IDP)

Version 1, November 16, 2018

Table of Contents

Introduction	3
How to prepare your IDP	3
IDENTIFY Your Professional Goals and Motivations	3
DETERMINE Your Talents/Strengths and Development Opportunities	3
PLAN Your Focused IDP Objectives and Action Steps	3
MEET With Your Supervisor	3
ACT On Your Plan	3
Ideas for IDP Action Plan	4
Individual Development Plan	5
Sample Individual Development Plan	6

Introduction

As a part of your IDP, you will identify the professional goals that matter to you, determine what experiences, skills and behaviors will help you achieve those goals and then create a plan of action to achieve your goals. You will work with your manager to evaluate areas that have the greatest potential to pay off for you, and for the organization, in the short term and longer term. In this way, you and the organization can succeed together.

How to prepare your IDP

Use the following steps to identify structure and notes for your draft IDP.

IDENTIFY Your Professional Goals and Motivations

- What energizes you at work?
- What kinds of opportunities do you want in the future?
- What opportunities exist in your current role that will help you develop and grow?
- Where do your motivations and the needs of the organization strongly align?
- What do you want to learn?

DETERMINE Your Talents/Strengths and Development Opportunities

- What are your skills/strengths?
- What are your passions, what do you love doing?
What are your areas to improve, or new areas to learn?

PLAN Your Focused IDP Objectives and Action Steps

- Considering your current career situation and future aspirations, where should you focus your development? What will your objectives be for this IDP?
- Will your IDP include building capabilities, preparing for new opportunities, both?
- Which of your strengths/talents will you use more often, or expand?
- What development opportunities are important for you to focus on?
- What SMART action steps will you take to achieve your IDP?

MEET With Your Supervisor

- Bring the notes you created in Step 3 to the meeting.
- Meet with your supervisor to discuss and refine your individual development plan.

ACT On Your Plan

- Complete the IDP form to finalize your plan and give a copy to your supervisor.
- Plan your IDP deadlines into your calendar.

- Partner with your supervisor to make the plan work.
- Update your IDP plan completed tasks and use the document at regular check-ins to share progress with your supervisor.

Ideas for IDP Action Plan

1. Present at or lead a meeting(s) you do not normally run.
2. Take on a significant role for a task/project/activity that crosses departmental boundaries.
3. Put yourself in someone else's shoes (shadow, or job swap for a predetermined time).
4. Mentor someone in the organization.
5. Volunteer and take a lead role.
6. Enroll and participate in the State's LEAN belt series.
7. Sign up for classes to meet your goals in the state's learning management system, LINC: <https://humanresources.vermont.gov/training/sov-linc>
8. Do an information interview(s) with someone(s) whose role interests you and discuss what you learned with your supervisor.
9. Serve as coordinator of a search/interviewing team for a position your group is looking to hire.
10. Build a business case for a change in your department and present it to your supervisor.
11. Do research on a topic that interests you and is related to your department, or State of Vermont, and present your findings at a staff meeting, or to your supervisor.
12. Create a process map for a service you provide to your customer groups and analyze it for potential improvements.
13. Teach someone a skill or area of expertise you possess.
14. Apply to the Employee Tuition Reimbursement program to pay for a college course.

<i>Individual Development Plan</i>			
NAME:		Date:	
Professional Goals/Motivations			
Skills or Strengths (3-5)		Development Opportunities (1-2)	
<p style="text-align: center;">Focused IDP Objectives and Action Steps</p> <p>Objectives/Action Steps should be SMART (Specific, Measurable, Achievable, Relevant and Time Bound). List Goals for the next 6 months, 1 year, and up to 5-year timeframe.</p>			
Next Review Meeting Date:			

<i>Sample Individual Development Plan</i>				
SAMPLE	NAME:	Joe Smith	Date: Nov 16, 2018	
	Professional Goals/Motivations			
	I would like to use my experience and skills to obtain a senior analyst role in the next 3 years. This could be a supervisor position where I could create and influence a group that would excel at analysis on behalf of the organization.			
	Skills or Strengths (3-5)		Development Opportunities (1-2)	
	<ul style="list-style-type: none"> • Business Intelligence system experience • Structured query language (SQL) Expertise • Strong analytics • Skilled at presenting data visually to influence business decision making 		<ul style="list-style-type: none"> • Need experience supervising people • Would like to learn how to facilitate meetings 	
	Focused IDP Objectives and Action Steps Objectives/Action Steps should be SMART (Specific, Measurable, Achievable, Relevant and Time Bound). List Goals for the next 6 months, 1 year, and up to 5-year timeframe.			
	<ul style="list-style-type: none"> • Research available classes and books available on the topic of meeting facilitation. Sign up and/or purchase by January 31, 2019. • Create a plan for documenting data metrics across the division within six months (June 1, 2019). Review plan with supervisor and present to all division personnel by September 1, 2019. • By December 2021, attend Stepping Up To Supervision. <ul style="list-style-type: none"> ○ Sign up in LINC by March 2018. ○ Review State of Vermont Human Resources website to understand online resources available for supervisors. 			
Next Review Meeting Date: March 31, 2019				