 **INDIVIDUAL DEVELOPMENT PLAN**

An Individual Development Plan is a planning tool to assist you in taking charge of your career by identifying action steps toward achieving your short or long term career goals. Once you have identified your development areas, you can begin your development plan. Your plan should include the competency/skill you wish to develop, development activities that can help you develop the identified skill, the learning resources, and the timeframe.

|  |
| --- |
| **Name:** |
| **Position Goal:** |
| **Time Frame of Development Plan:** |
| **How to Identify your Key Development Areas:** 1. What is your position goal? (be specific about the actual title that you are hoping to land)
2. What are the key competencies needed for this position/industry? (look at job descriptions to figure this out)
3. Based on the job description, what areas would you like to/need to develop further?
4. Create S.M.A.R.T. Goals/Development Activities that are specific, measurable, attainable, realistic, and timely, to help you in develop in these areas.
 |

|  |
| --- |
| **KEY DEVELOPMENT AREAS** |
| Development Goal | Development Activity | Support Required | Target Completion Date |
| *Example: Training experience/certification for resume* | * *Locate and complete a training certification*
* *Find an area of expertise to design and deliver a training*
 | * *Time/money*
* *Manager suggestions/support*
 | *December 2025* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |