

Individual Development Plan (IDP) Template

The purpose of this template is to help identify, plan, discuss, and track professional development for a specific period, usually six months to a year.

The intention is to create discussion and support between you and your manager for your professional development in support of your career aspirations. As such, there may be developmental goals and actions suggested by either you or your manager.

Elements of the individual development plan

Professional/Career Aspirations: What are your long-term (3-5+ years) career aspirations?

Current Professional Development Focus: What is the focus of this current development plan?

Development Goal: Provide a description of the specific goal.

Knowledge, Skill, or Ability Being Developed: What knowledge, skill, or ability will be developed as a result of accomplishing this goal?

Action Steps: What are the key actions you will need to take to achieve this goal?

Success Measures: How will you and your manager know if you are successful in achieving this goal? What key outcomes will be accomplished?

Resources Required and Cost (if any): What classes, conferences, learning resources, job experiences, etc. will be needed?

Target Completion Date: What is the deadline for accomplishing this goal?

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Instructions: Complete the template below and discuss with your manager to identify professional development goals and actions needed, including timeline and any associated costs.

Employee Name:	Employee Job Title:
Professional/Career Aspirations:	Current Professional Development Focus:

Development Goal	Knowledge, Skill, or Ability Being Developed	Action Steps	Success Measures	Resources Required and Cost (if any)	Target Completion Date

I have discussed this individual development plan with my manager and am committed to completing the development plan.

Employee Signature: _____

Date: _____

I have discussed this individual development plan with my direct report and am committed to supporting their completion of it.

Manager Signature: _____

Date: _____