



ATTACHMENT I

INDIVIDUAL DEVELOPMENT PLAN TIPS

Where am I now?

Conduct a self-assessment to determine current skills, interests and values. In addition to an assessment of current job strength and areas of improvement, ask questions such as:

- What do I value?
- How satisfied am I in my current job?
- How well does my job meet my needs?
- If I wanted to make a change, what would it be?
- How do others see me?
- How do I want to be seen?
- What makes me happy?

Where do I want to be?

Once you have reviewed your current skills, interest and values, examine your options:

- Do I want to move up or over to a new organization?
- Do I want to enrich my present job?
- Do I want to develop new skills?

Talk with supervisors and managers and see what options are available. Interview, collect information and ask others about their perceptions of you. Do a reality check – match your needs with your options.

How will I get there?

After deciding where you would like to be, identify development areas:

- What specific skills, knowledge and abilities do I possess?
- What areas do I need to enhance or develop?

What if I am satisfied with my current job and not interested in moving into another position?

Development does not just mean moving up or into another position. The individual development plan can include growth in your current job – mastering your skills or learning different facets of your position. Employees planning to stay in their current jobs must still work at keeping skills current, remaining productive and being successful.



ATTACHMENT II

CHECKLIST FOR PREPARING AN INDIVIDUAL DEVELOPMENT PLAN (IDP)

Developmental activities are undertaken by an individual to achieve a developmental objective. Some objectives may be achieved by the familiar means of formal training and attending events such as conferences and seminars. However, the skills, knowledge and abilities that comprise many competencies may be better learned and practiced by means of other activities. Activities other than formal training classes or attending meetings that are appropriate for IDPs include the following:

- Job shadowing.
- Reviewing and analyzing examples.
- Internship, apprenticeship.
- On-the-job training.
- Video- or computer-based instruction.
- Special project/assignments.
- Structured interviews with content experts.
- Reading.
- Research.
- Correspondence courses.
- Self-development.
- Mentoring.
- "Just doing it."
- Rotational assignments.

Identify your personal goals:

1. Identify assignments you would like to complete this year.
2. Define short term and long term goals
3. List future activities that you would like to accomplish
4. List possible career paths open to you.
5. Ask yourself: Are my goals realistic? How strong is my desire to achieve these goals? Are my goals compatible with my strengths and weaknesses? Are my goals compatible with the parts of my job that I like and dislike?

Identify objectives and development activities:

1. Read your current job description
2. Read your most recent performance appraisal.
3. List specific job activities that you enjoyed in the past year.
4. List specific job activities that you did not enjoy in the past year.
5. Identify elements of your job in which you excel.
6. List areas of your job where you believe you could improve.
7. Identify and prioritize knowledge, skills and/or abilities that you do not have or that you need to strengthen.
8. Identify short-term development activities that will help you acquire to develop or enhance your knowledge, skills and/or abilities.



ATTACHMENT III

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name: _____
Position: _____
Date in Current Position: _____

Supervisor: _____
Date: _____

Career Goals: Areas of interest / position titles:

Competencies/skills/knowledge areas that needed to be enhanced or developed to meet your career goals:

How you believe that these competencies/skills/knowledge areas can be enhanced or developed? (Ex: through experience, additional training, job shadowing, etc).