

Individual Development Plan Definition and Tracking

What an IDP Is, And Why Bother

An IDP is not simply an Individual Development Plan. An IDP is a commitment from the company to the individual to help them grow, to provide them with new opportunities and challenges. An IDP is also a statement—it tells a person:

- that they are safe here (we are planning their future),
- that they belong here (we are envisioning where they can increase their impact for the tribe),
- that they matter here (we are co-creating a way for them to shine even more brightly)

This is why an IDP is essential, and also why it's key for it to be co-created with an employee's leader, and driven forward by the employee themselves. An IDP is an intrinsic motivator—only a person that wants to grow will want an IDP, and they'll then take it seriously and move it forward to enjoy the many benefits of personal and professional growth.

Below you'll find 2 ways to set and track an IDP, from simple to more complex.

IDP Samples

Sample #1:

Components of an Individual Development Plan:

Professional Development Portion:

- 2 or more possible career evolutions that can occur in the coming 1-3 years
 - Job skills that need to be gained for each
 - Leadership skills that need to be gained for each
- A timeline for acquiring these skills
- A plan, budget, leadership commitment to support the plan
- Next steps and monthly or quarterly check-in on plan progress
- Agreement that the plan will be driven by the individual, not by their leader

Personal Development Portion:

- Personal growth that the individual wishes to undertake (weight loss, fitness goals, learning new language, stop smoking, etc)
- Mapping of how this personal growth will benefit the company

- A timeline for acquiring these skills/creating this growth
- A plan, budget, leadership commitment to support the plan
- Next steps and monthly or quarterly check-in on plan progress
- Agreement that the plan will be driven by the individual, not by their leader

Sample #2:

Professional Development Plan

Employee Name: _____ Date: _____

Division: _____

Title: _____ Leader: _____

Type of Evaluation: *Circle One:* 90 Day Annual Other _____

Instructions: Please describe where you see yourself in three years in terms of professional growth (e.g. career path, advancement in leadership role) and personal growth (e.g. learned a new language).

Thanks in advance for your input. Please feel free to expand the various fields as needed.

Where do you see yourself in 3 years professionally and personally?

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Instructions: Please list and describe your professional development goals with regard to the expectations of your position, your professional growth objectives, and feedback from your supervisor and others. These should include how you will grow your skill sets/competencies/ knowledge and change behaviors, as well as specific goals related to adding value for the company and clients.

IDP goals should be SMART (Specific, Measurable, Attainable, Realistic, and Timebound)

What are your professional development goals for the upcoming year?

Areas of Focus:

1. Communication
2. Project Management
3. Leadership
4. Networking
5. Business Development
6. Industry Knowledge (e.g., education, training)
7. Technical Skills
8. Innovation, Development of Products, Tools, Services

What resources do you need from your leader/the company to succeed and add value to your current duties/responsibilities?

Employee Signature:		Date:	
1st Line Leader Signature:		Date:	
2nd Line Leader Signature:		Date:	
Human Resources Signature:		Date:	
CEO Signature:		Date:	