

INDIVIDUAL DEVELOPMENTAL PLAN

Purpose of an IDP: An individual development plan (IDP) is a uniquely tailored plan that contains developmental activities to enhance one's capability to meet current and future job responsibilities. The manager and the employee have joint responsibility for developing and implementing the IDP; the employee is responsible for accomplishing the learning activities.

The **supervisor's role** in the IDP process is to provide information employees need to plan realistically and to guide them in identifying knowledge, skills, and abilities (KSAs) that will help them perform in their current job while helping the organization meet its goals. Employees can expect help in:

- Understanding the IDP process and its purpose
- Identifying their strengths and weaknesses in performing their current work assignments
- Pinpointing areas where they could take greater responsibility
- Finding possibilities for career progress in their current jobs and work organization
- Obtaining access to learning resources

The **employees** should initiate the IDP process for career progression and personal development. Employees should also participate actively in planning goals and how they will meet them. Specifically, supervisors can expect the employee to:

- Assess his existing skills, competencies, and interests by utilizing available assessments. 360 degree or any other means of informal assessment or feedback
- Set goals and objectives that will benefit the organization as well as enhance his or her career
- Research ways of meeting personal career goals and enhancing work performance

DO

Focus on strengths
Think in 3 month increments
Include information from others
Connect to the agencies
Budget for time and resources

DON'T

Ignore significant weaknesses
Use vague developmental plans
Just focus on training
Forget personal goals and aspirations
Leave out baseline data

LEARNING OPPORTUNITIES

- **Projects/Developmental Assignments**
- **Courses/Training Certification**
- **Research (books/articles/internet)**
- **Mentoring Relationships**
- ***Community of Practice/Professional Association***

References:

Driving True Development , Dick Grote, Training Magazine, July 2005; Eighty-eight Assignments for Development in Place, Center for Creative Leadership; www.gms.state.ga.us

IDP EXERCISE

Part 1 Pick a short, medium or long range competency goal for yourself. Complete the remainder of the model IDP plan.

Competency goal:

Outcome:

Actions:

Resources:

Timeframe:

Part 2 Answer the following questions

What do you hope to gain by improving in this competency?

What will your organization gain by your improvement in this competency?

What will help you achieve your goal?

What could get in the way?