 **Individual Development Plan (IDP)**

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| ***Employee’s* Name** | |  | | ***Employee’s* Title** |  |
| **Date Plan Created** dd/mm/yy | |  | | ***Employee’s* Signature and Date** |  |
| **Supervisor’s Name** | |  | | **Supervisor’s Signature and Date** |  |
| **Goal \_\_ of \_\_** | | | * Go to next page if there are additional goals for your IDP. * Remember to save a copy for yourself. | | |
| **Competency Focus** Select one | \_\_Managing Self: Cultivate Self-Awareness  \_\_Managing Others: Communicate Effectively and Openly  \_\_Managing Others: Promote a Respectful and Inclusive Workplace  \_\_Managing Others: Manage Performance  \_\_Managing the Work: Utilize Organizational Skills  \_\_Managing the System: Uphold Legal Requirements and Organizational Policies | | | | |

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| **Developmental Goal** Describe desired skill, knowledge, or awareness. Be specific. Focus should be on current role but may also support long-term career goals. |  |
| **Actions**  Describe what steps you will take for developing your desired developmental goal. Be specific with the what, where, when, and with whom. |  |
| **Key Learning and Application**  Discuss insight that will be gained from this process and how it will be applied to your position. |  |
| **Resources Needed**  Outline the projected resources needed to achieve the goal, i.e. coaching, tools, funding, etc. |  |
| **Success Criteria**  Describe how you will measure progress or track implementation of the goal, i.e. demonstrated behaviors, learning, etc. |  |
| **Supervisor Comments**  Have a conversation with your supervisor about your goals and IDP. |  |
| **Completion goal date** dd/mm/yy |  |
| **Progress review date**  dd/mm/yy |  |

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