 **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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