Individual Development Plan

Human Resources

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Plan Agreement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Effective Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This individual development plan (IDP) template is a tool that can be customized to help you achieve development goals through: (1) setting goals; (2) identifying strategies; and (3) outlining action steps. It is a tool for conversation once an employee captures their ideas in an initial draft IDP; it may be incorporated into the annual performance appraisal discussion. The aim is for this to be an opening to discussions striving for continuous performance and skill development.

**Setting Goals**

In essence, goals are set to either enhance a skill area where there are current strengths; develop a new skill area; or acquire new skills. When you first set goals for yourself, think about your development as a journey and an initial IDP as the first leg of that journey. You might set goals to acquire new skills in the first months or year, focus on developing those new skills through putting them to certain uses in the next months or year, and further enhancing them with more sophisticated application after that.

Use **SMART** goals (i.e. **S**pecific, **M**easurable, **A**chievable, **R**easonable, and **T**ime-based). As you customize your development goals, remember these five elements for success. Select one or two goals. Set specific dates for accomplishing these goals.

**Identifying Strategies**

Strategies for achieving goals typically come from these options (alone or in combination): formal learning opportunities such as classes or workshops, individual assistance such as coaching or mentoring, self‐directed learning, small group learning, on‐the‐job experiences, or participation in professional organizations. Identification of strategies depends greatly on your personal learning style preferences.

**Pinpointing Competencies**

As either individual contributors or managers/supervisors at the UofM, we face common challenges and strive to further develop key competencies to be most successful in our work. Review and reflect on the UofM Individual Contributor/Foundational, Manager/Supervisor Level, and Director/Senior Leader Level Leadership Challenges (see “[leadership challenges](http://erveca.ltd.umn.edu/)” pdfs at http://erveca.ltd.umn.edu/) to pinpoint the competencies you are striving to enhance through this IDP.

**Outlining Action Steps**

Action steps are the specific items you will undertake to accomplish your goals. They can be grouped under the strategy or strategies you identified. A good approach is to brainstorm many possible activities then sort through and specify which action are the most practical and suitable for you. Account for resources and support necessary to carry out the specific action steps.

**IDP Action Item 1:**

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| **Goal:** | | |
| **Strategies to Enhance Competencies:**  □ On-the-job Training Activities  □ Mentoring  □ Job Shadowing  □ University Non-Credit Classes  □ External Classes/Seminars/Workshops  □ University Regents’ Scholarship Classes  □ Formal Coaching  □ Self-directed Learning  □ Participation in Association  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **UofM Individual Contributor/Foundational, Manager/Supervisor Level, and Director/Senior Leader Level Leadership Challenges Seeking to Enhance:**  Equity & Diversity:  □ Demonstrates an Open Mind  □ Increases Access, Diversity & Inclusion  Results:  □ Innovates  □ Drives Efficiency  Vision:  □ Thinks Strategically  □ Aligns Resources  Engagement:  □ Selects & Develops Talent  □ Motivates & Inspires Others  Collaboration:  □ Builds Relationships  □ Is Resilient & Courageous  Accountability:  □ Operates with Integrity  □ Learns & Adapts | |
| **Action Steps:** | **Timeline for Completion:** | **Cost:** |
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**IDP Action Item 2:**

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| **Goal:** | | |
| **Strategies to Enhance Competencies:**  □ On-the-job Training Activities  □ Mentoring  □ Job Shadowing  □ University Non-Credit Classes  □ External Classes/Seminars/Workshops  □ University Regents’ Scholarship Classes  □ Formal Coaching  □ Self-directed Learning  □ Participation in Association  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **UofM Individual Contributor/Foundational, Manager/Supervisor Level, and Director/Senior Leader Level Leadership Challenges Seeking to Enhance:**  Equity & Diversity:  □ Demonstrates an Open Mind  □ Increases Access, Diversity & Inclusion  Results:  □ Innovates  □ Drives Efficiency  Vision:  □ Thinks Strategically  □ Aligns Resources  Engagement:  □ Selects & Develops Talent  □ Motivates & Inspires Others  Collaboration:  □ Builds Relationships  □ Is Resilient & Courageous  Accountability:  □ Operates with Integrity  □ Learns & Adapts | |
| **Action Steps:** | **Timeline for Completion:** | **Cost:** |
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**IDP Action Item 3:**

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| **Goal:** | | |
| **Strategies to Enhance Competencies:**  □ On-the-job Training Activities  □ Mentoring  □ Job Shadowing  □ University Non-Credit Classes  □ External Classes/Seminars/Workshops  □ University Regents’ Scholarship Classes  □ Formal Coaching  □ Self-directed Learning  □ Participation in Association  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **UofM Individual Contributor/Foundational, Manager/Supervisor Level, and Director/Senior Leader Level Leadership Challenges Seeking to Enhance:**  Equity & Diversity:  □ Demonstrates an Open Mind  □ Increases Access, Diversity & Inclusion  Results:  □ Innovates  □ Drives Efficiency  Vision:  □ Thinks Strategically  □ Aligns Resources  Engagement:  □ Selects & Develops Talent  □ Motivates & Inspires Others  Collaboration:  □ Builds Relationships  □ Is Resilient & Courageous  Accountability:  □ Operates with Integrity  □ Learns & Adapts | |
| **Action Steps:** | **Timeline for Completion:** | **Cost:** |
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**IDP Action Item 4:**

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| **Goal:** | | |
| **Strategies to Enhance Competencies:**  □ On-the-job Training Activities  □ Mentoring  □ Job Shadowing  □ University Non-Credit Classes  □ External Classes/Seminars/Workshops  □ University Regents’ Scholarship Classes  □ Formal Coaching  □ Self-directed Learning  □ Participation in Association  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **UofM Individual Contributor/Foundational, Manager/Supervisor Level, and Director/Senior Leader Level Leadership Challenges Seeking to Enhance:**  Equity & Diversity:  □ Demonstrates an Open Mind  □ Increases Access, Diversity & Inclusion  Results:  □ Innovates  □ Drives Efficiency  Vision:  □ Thinks Strategically  □ Aligns Resources  Engagement:  □ Selects & Develops Talent  □ Motivates & Inspires Others  Collaboration:  □ Builds Relationships  □ Is Resilient & Courageous  Accountability:  □ Operates with Integrity  □ Learns & Adapts | |
| **Action Steps:** | **Timeline for Completion:** | **Cost:** |
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