
Tool 12-20

Individual Development Plan

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name:	Manager:
Position Title:	Effective Date:

What are my strongest skills?

What skills would I like to develop?

Long-Term Development Goals

ANNUAL ACTION PLAN

Developmental Goal	Steps	Assistance Needed from Manager	Deadline
			Completed
1.			
2.			

continued on next page

Tool 12-20, continued

Individual Development Plan

ANNUAL ACTION PLAN

Developmental Goal	Steps	Assistance Needed from Manager	Deadline
			Completed
3.			
4.			

Additional Employee Comments

Employee's Signature:

Date:

Manager's Signature:

Date:
