

## Individual Development Plan Overview

An individual development plan (IDP) is a planning tool that targets performance gaps that if closed, would result in increased job mastery and higher performance of current job duties. IDP's can also be used for building mastery necessary for achieving future career aspirations.



## The Components of Individual Development Planning

Input Through Conversations	<b>Have Conversations</b> – Employees and leaders should use regular 1 on 1s and ACHIEVE Check-Ins to jointly identify areas of developmental opportunities. The progress towards performance goals, gaps between current and future performance, reframing current challenges, or discussing career aspirations are good ways to identify opportunities for development.				
	Performance Goal Achievement & Performance Gaps	<ul style="list-style-type: none"> <li>Employees and their supervisor discuss the progress made on performance goals and identify areas where development would enable the successful achievement of the goal. <i>(Hint: Reference ACHIEVE goal progress and check-in question #3 about Job Mastery)</i></li> <li>Gaps determined through comparisons between current and future performance expectations and their impact on results help prioritize opportunities. <i>(Hint: Reference ACHIEVE check-in question #3 about Job Mastery)</i></li> </ul>			
	Career Aspirations	<ul style="list-style-type: none"> <li>Capabilities and experiences that would prepare employees for future roles that are in line with their career aspirations.</li> </ul>			
	Key Strengths	<ul style="list-style-type: none"> <li>Identifying areas of strength provides insight into how these strengths can be leveraged for different purposes within multiple settings and further developed to aid in the performance of current and future responsibilities. <i>(Hint: Reference ACHIEVE check-in question #3 about Job Mastery)</i></li> </ul>			
Objectives	<b>Set Objectives</b> – Objectives that clearly articulate what is to be developed.				
	<ul style="list-style-type: none"> <li>Performance</li> <li>Career</li> </ul>	<ul style="list-style-type: none"> <li>Statement of what needs to be developed in order to demonstrate job mastery in a particular area. <i>(Ex. Learn to create pivot tables in Excel)</i></li> </ul>			
	Outcomes	<ul style="list-style-type: none"> <li>Statement of performance that articulates expected results and supports higher level business outcomes. <i>(Ex. Create weekly business reports that facilitate user's ability to make informed and timely financial decisions.)</i></li> </ul>			
	Time Frame	<ul style="list-style-type: none"> <li>Defined time frames for accomplishing objectives. <i>(Ex. By the end of Q3)</i></li> </ul>			
Actions	<b>Plan Action</b> – The components for planning development activities and experiences for goal accomplishment. Document the following within the IDP:				
	<b>Objectives</b>	<b>Outcomes</b>	<b>Planned actions and activities</b>	<b>Responsible parties</b>	<b>Time Frames</b>
	What is to be achieved?	What outcomes are expected?	What actions will achieve the objective?	Who is accountable for what?	When does the objective need to be completed?

