

Individual Development Plan (IDP)

Instructions

There are many tools and techniques available for developing a specific plan of action. If you are exploring options within the university and preparing to use some of the methods mentioned, you will find the Individual Development Plan (IDP) an extremely helpful tool.

If you are looking outside of the university setting, a well-prepared plan is also essential. That plan might take the form of occupational exploration and research, skills training, formal education or an active job search campaign. Using a document with the same elements as the IDP can be helpful in developing your plan and committing it to paper. Guidelines for using the IDP or for any action plan:

- *Discussing* your plan with appropriate people.
- *Actively working* your plan.
- *Evaluating* your plan along the way.
- *Celebrating* the successes.

Goals of the IDP

- Help you *prioritize and develop a plan of action* to reach your short- and long-term career goals.
- *Focus your personal efforts* in the areas that you have selected.
- Be used as an outline to help you *identify and use resources*.
- *Serve as an action plan* that is clear and achievable.

Putting an IDP into Action

- *Discuss your IDP* with your supervisor and other appropriate individuals. Use this time to state your goals, clarify expectations and agree upon modifications as needed.
- *Take an immediate step* toward putting your plan into action and remain active.
- *Evaluate* the plan along the way and modify as needed.
- *Celebrate* your successes along the way!

Individual Development Plan (IDP)

Name _____ Position _____ Date _____

Department _____ Supervisor _____

Goals to be achieved	Competencies to be learned or acquired	Actions steps to take	Resources what is needed (money, time, etc.)	Time Frame	
				Start	Complete
Short-range Critical within present position (1 Year)					
Mid-range Important for growth within present position (2 Years)					
Long-range Helpful for achieving career goals (3 Years)					