**Individual Development Plan**

List 2-3 development goals. For each goal, list specific steps to reach goal, necessary resources, how success will be measured, check-in dates and the completion deadline. Use the outcomes/comments section to capture thoughts at each checkpoint/deadline. Sign at deadline.

**Employee - Please sign at the beginning of the Individual Development Plan to indicate that you understand the \_\_\_\_\_ (#) development goals below.**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Development Goal 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- | --- |
| ***Steps to Reach My Goal*** | ***Resources*** | ***Success Measures*** | ***Checkpoints*** | ***Deadline*** |
|  |  |  |  |  |
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|  |  |  |  |  |
| ***Employee – Outcomes/Comments on Dev. Goal 1*** | | ***Manager – Outcomes/Comments on Dev. Goal 1*** | | |
|  | |  | | |

***Development Goal 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- | --- |
| ***Steps to Reach My Goal*** | ***Resources*** | ***Success Measures*** | ***Checkpoints*** | ***Deadline*** |
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| Logo, company name  Description automatically generated | Logo, company name  Description automatically generated | Logo, company name  Description automatically generated | Logo, company name  Description automatically generated | Logo, company name  Description automatically generated |
| ***Employee – Outcomes/Comments on Dev. Goal 2*** | | ***Manager – Outcomes/Comments on Dev. Goal 2*** | | |
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***Development Goal 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| ***Steps to Reach My Goal*** | ***Resources*** | ***Success Measures*** | ***Checkpoints*** | ***Deadline*** |
|  |  |  |  |  |
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|  |  |  |  |  |
| ***Employee – Outcomes/Comments on Dev. Goal 3*** | | ***Manager – Outcomes/Comments on Dev. Goal 3*** | | |
|  | |  | | |

**Please sign to acknowledge completion of this Individual Development Plan (Final Review):**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_