



NOTE: Object Help contains completion instructions.

## INDIVIDUAL DEVELOPMENT PLAN

1. EMPLOYEE'S NAME <i>(Last, first, initial)</i>	4. DESCRIPTION OF WORK ASSIGNMENTS		
2. CURRENT POSITION TITLE	A. Current Performance Elements Identified for Development/Training		
3. ORGANIZATION NAME AND LOCATION	B. Projected/Potential Assignments		
5. Performance Related Knowledge, Skills, and Abilities	6. Development Work Experiences <i>(On-the-job assignments, Self development)</i>	7. Formal Training <i>(Courses, Seminars)</i>	
8. The supervisor and employee have completed the IDP process and have determined that no training or developmental needs are indicated at this time. <input type="checkbox"/>	9. SIGNATURE and DATE		
EMPLOYEE	SUPERVISOR	APPROVING OFFICIAL	

**INDIVIDUAL DEVELOPMENT PLAN** *(Continuation Sheet)*

1. EMPLOYEE'S NAME <i>(Last, first, initial)</i>	2. CURRENT POSITION TITLE	3. ORGANIZATION NAME AND LOCATION
--	---------------------------	-----------------------------------

5. Performance Related Knowledge, Skills, and Abilities	6. Development Work Experiences <i>(On-the-job assignments, Self development)</i>	7. Formal Training <i>(Courses, Seminars)</i>
---	---	---

ADDITIONAL COMMENTS