

Individual Development Plan

Name: _____ Position: _____ Supervisor: _____ Date: __ / __ / __	Short Range (1 year) Critical within current position What do I want to accomplish in the next year?	Mid Range (1-2 years) Important for growth within present position What do I want to accomplish in the next 1 to 2 years?	Long Range (3+ years) Helpful for achieving career goals What do I want to accomplish in the next 3+ years?
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Section 1: My Goals What are my overall goals I want to accomplish in this time period? <i>Examples: Become a manager in my organization, enhance my communication skills</i>	Before you set your goals, think SMART Specific Measureable Attainable Realistic Timely		
	Write your short range goals.	Write your mid range goals.	Write your long range goals.

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Section 2: Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Examples: project management, coaching, facilitate staff meetings</i>	Write your short range skills and knowledge to be learned.	Write your mid range skills and knowledge to be learned.	Write your long range skills and knowledge to be learned.
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Section 3: Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Examples: learn Microsoft Project, take communication courses offered by SAIC-Frederick, Inc, join the local Toastmasters chapter</i>	Write your short range next steps.	Write your mid range next steps.	Write your long range next steps.
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Section 4: Resources What resources will I need? <i>Examples: A mentor, scientific library, internal training courses</i>	Write your short range resource needs.	Write your mid range resource needs.	Write your long range resource needs.
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Section 5: Time Schedule What are my target dates/milestones?			
Start When do I expect to start?	Write your short range time schedule.	Write your mid range time schedule.	Write your long range time schedule.
Finish When do I expect to finish?	Write your short range time schedule.	Write your mid range time schedule.	Write your long range time schedule.

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Section 6: Tracking Accomplishments (Optional) What have I accomplished in an effort to reach my goal? When was it accomplished?	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__
	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__
	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__
	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__
	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__
	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__
	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__	<input type="checkbox"/> _____ Date: __/__/__

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<p>Section 7: Results/Outcomes</p> <p>How have I succeeded in adapting my behavior or learning new skills?</p>	<p>Provide specific examples</p>	<p>Provide specific examples</p>	<p>Provide specific examples</p>
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Section 8: Review IDP should be reviewed every 3-6 months	Manager and/or Employee Comments		
Review Date __ / __ / __ Next Review Date __ / __ / __			
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