Individual Development Plan

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| ***Name:*** | ***Position:*** | ***Date:*** |
| ***Department:*** | ***Supervisor:*** |  |

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| **Goals**To be achieved(from performance plan) | **Skills or****Competencies**To be learned oracquired | **Resources**What is needed(money, time, etc.) | **Activities**Possible learningopportunities totry | **Status**Start/ Completed Results |
| **Short‑range**Critical withinpresent position(One year) |  |  |  |   |
| **Mid‑range**Important forgrowth withinpresent position(Two years) |  |  |  |  |
| **Long‑range**Helpful forachieving careergoals(Three - Five years) |  |  |  |  |