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 or  acquired | **Resources**  What is needed  (money, time, etc.) | **Activities**  Possible learning  opportunities to  try | **Status**  Start/ Completed Results |
| **Short‑range**  Critical within  present position  (One year) |  |  |  |  |
| **Mid‑range**  Important for  growth within  present position  (Two years) |  |  |  |  |
| **Long‑range**  Helpful for  achieving career  goals  (Three - Five years) |  |  |  |  |