

Individual Development Plan

1 Name _____ For Period Covering _____
Supervisor's Name _____

2 **Long-term Career Development Goals**
Consider your long-term career goals and aspirations. It is important to think about what you would like to achieve in the next 3-5 years.

3 **Competency Assessment**
Consider your strengths and opportunities for improvement in each competency.

Competency Assessment Chart		
Competency	Strengths	Opportunities for Growth
Communication		
Educational Programming Design		
Information/Educational Delivery		
Inclusivity		
Interpersonal Relations		
Organizational Knowledge		
Leadership		
Operational Management		
Professionalism		

Individual Development Action Plan

1. Identify two high-priority goals.
2. Develop detailed action steps to achieve them.

Development Goal:		
Action Steps	Evidence of Accomplishment	Due Date

Development Goal:		
Action Steps	Evidence of Accomplishment	Due Date

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____