# Individual Development Plan

## Overview

This Individual Development Plan (IDP) serves as record for professional developmental activities selected by an employee to meet short- and long-term career goals in agreement with their supervisor. Developmental activities, whether a formal training course, mentoring, or engagement with a professional coach should develop a broader perspective and deeper knowledge of successfully navigating career goals in the Federal government. This plan can be updated annually to support progressive career development.

### How to prepare an IDP

1. **Review background information on IDPs** at: <https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Individual-Development-Plans>
2. **Conduct a one-on-one meeting with supervisor** to focus on career aspirations, strengths and jobs skills, and roles or assignments you would like to add to your portfolio as you make career progression
3. **Facilitate Self-Assessment**: May use books with strength assessments, conduct a personal Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, or engage in a leadership assessment to get a clear view of where you currently stand
4. Review Developmental Learning Activities on <https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Career-Paths> to gather ideas to craft the professional development plan. to gather ideas to craft your professional development.

## Employee and Supervisor Information

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Position (Title, Series & Grade):** |  |
| **Target Grade or Position:** |  |
| **Supervisor Name:** |  |
| **Period Covered by Plan:** |  |

## Professional Developmental Goals: Thinking about the big picture

Use this section to record long and short-term career goals discussed with your supervisor and/or mentor to further career development.

|  |  |
| --- | --- |
| Short-Term Plans (1-2 Years)  | Long-Term Plans (3-5 years)  |
| * Goal #1
* Goal #2
* Goal #3
* Goal #4
 | * Goal #1
* Goal #2
* Goal #3
* Goal #4
 |

### Narrowing Down to your Action Plan

Things to consider as you work on turning your Goals into Action items (Add to discussion with your supervisor)

* Goal that improves your professional skills and competencies: What are some professional areas you would like to take steps to build toward? What skills should be improved or enhanced? What additional experience would you like to gain? A professional skills assessment can provide useful information on areas for improvements.
* Goal that is an aspirational stretch goal. What are some career goals that are on the horizon? What areas would you like to develop for yourself this year. Consider the skills, competencies, and experiences you will need to achieve an aspirational goal.
* Goal that helps you meet an organizational need or deliver organizational results: Think about opportunities within your organization that you would like to learn more about? Is there a particular area or organizational need where you can make an impact? How can you use your competency strengths to benefit the organization?

### Moving from Goals to Action Items

You can collaborate with your supervisor to establish Developmental Goals for the year. These can include the below examples or any combination of items listed at: <https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Career-Paths>,:

* Formal Training either external to organization or internally hosted on Learning Management Systems
* Books and webinars in your areas of interest
* Action learning: Working on teams that are stretch projects
* Mentoring and coaching for leadership and professional development

### Developmental Goals

|  |  |  |
| --- | --- | --- |
| **Goal #** | **Goals**Use this column to list the goals you would like to work on this year. Add specifics on what you would like to accomplish. An annual IDP can reasonably include 3-5 major goals to achieve. | **Action Items**Use this column to break down your goals into 2-3 actionable items per goal. |
| **Sample Goal** | *Sample Goal: Gain project management skills to take on larger projects as a leader in my program area* | *Action item #1: Read Project Management in the Workplace, by I.M. Author.* ***Due December 16th****Action item #2: Attend course Project Management for the Unofficial Project Manager* ***Dates: February 11th – 14th***  |
| **Development Goal 1** |  | * Action item #1
* Action item #2
* Action item #3
 |
| **Development Goal 2** |  | * Action item #1
* Action item #2
* Action Item #3
 |
| **Development Goal 3** |  | * Action item #1
* Action item #2
* Action item #3
 |

Once the plan is developed to meet annual learning goals, you and your supervisor should schedule quarterly check-in on progress during the year to ensure established goals are being met.

## Plan Approval Signatures

|  |  |
| --- | --- |
| **Employee Signature:**  |  |
| **Supervisor Signature:** |  |