Individual Development Plan (IDP)

The employee drafts this plan and reviews it with their manager. Keep it to two or three development areas. For each, list at least one on-the-job action, one learning-from-others action and, if useful, one course or formal training. Review progress every quarter and update the plan when goals change.

EMPLOYEE DETAILS

Employee name

Current role and level

Time in current role

Manager

Mentor or coach (if any)

Plan period from

Plan period to

PART 1: CAREER DIRECTION

Where I want to be in 1 to 2 years (role, scope or skills)

Where I want to be in 3 to 5 years (optional)

Type of growth I want

☐ Grow in current role ☐ Move up (promotion) ☐ Move across (different function)
☐ Specialist or technical path ☐ Leadership path ☐ Not sure yet

What I enjoy most in my current work

What I would like to do less of

PART 2: STRENGTHS AND GAPS

Strengths to keep using (with examples)

Skills or experience needed for my target role

Gaps between where I am and my target

Sources used (review, 360 feedback, skills matrix, self-assessment)

PART 3: DEVELOPMENT AREA 1

Skill or capability to develop

Why it matters for my role or goal

On-the-job action (project, stretch assignment, new responsibility)

Learning from others (mentoring, shadowing, coaching, feedback)

Formal learning (course, certification, reading)

Support or resources needed (time, budget, access)

Success measure: how we will know it has improved

Target date

Status

☐ Not started ☐ In progress ☐ Complete ☐ Deferred

PART 3: DEVELOPMENT AREA 2

Skill or capability to develop

On-the-job action

Learning from others

Formal learning

Support or resources needed

Success measure

Target date

Status

☐ Not started ☐ In progress ☐ Complete ☐ Deferred

PART 3: DEVELOPMENT AREA 3 (OPTIONAL)

Skill or capability to develop

Actions (on the job, from others, formal)

Success measure and target date

Status

☐ Not started ☐ In progress ☐ Complete ☐ Deferred

PART 4: MANAGER COMMITMENTS

What the manager will provide (introductions, projects, time, budget)

Estimated cost of formal learning

Budget approved

☐ Yes ☐ No ☐ Pending

REVIEW LOG

Quarter 1 review date

Progress and changes

Quarter 2 review date

Progress and changes

End-of-period review: what was achieved, what carries forward

AGREEMENT

Employee signature

Date

Manager signature

Date

Date