



## EXTENDED INDIVIDUAL DEVELOPMENT PLAN

<b>Employee</b>	
<b>Manager</b>	
<b>Date</b>	

### Tips for taking action:

- Duplicate the form for additional Individual Development Plans as needed.
- Make sure all your development plans are SMART (specific, measurable, achievable, relevant and time bound).
- Consider things you need to stop doing, start doing and keep doing.
- Choose wisely and focus on two to three development needs/goals that are critically important to performance or your career progression.
- When identifying and selecting learning activities, consider your preferred learning style, and choose a variety of formal and OJT (on-the-job training) development activities that will help you acquire and practice the knowledge, skills and experience you need to develop.
- Remember that seventy percent of development happens on the job (work experiences, stretch assignments, special projects, task forces, temporary assignment to other positions, job shadowing, etc.); twenty percent is relationship-based (feedback from manager, peers and direct reports; coaching; mentoring; networking; volunteer work); and ten percent occurs through formal training or readings (business courses, professional designations, external seminars and conferences, etc.).
- Get regular feedback from your manager, mentor, peers, direct reports, etc. on your progress and performance in the areas targeted for development.
- Celebrate incremental progress.



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<b>Development Plan Name</b>		
<b>Learning Goal</b>		
<b>Development is to support</b>	<b>Demonstration of a competency:</b> <b>Current performance rating:</b> <b>Target performance rating:</b>	
	<b>Achievement of a goal:</b>	
	<b>Career goal:</b>	
<b>Preferred learning style</b>	Reading Watching Hearing Practicum (doing)	Leader-led Virtual Independent One on One

<b>Formal development activities</b> (e.g., courses, reading assignments, webinars, conferences, etc.)	
<b>Name:</b>	
<b>Description:</b>	
<b>Due Date:</b>	



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<b>On-the-job learning activities</b> (e.g., mentoring relationship, work assignment, job shadowing, coaching, volunteer work etc.)	
<b>Name:</b>	
<b>Description:</b>	
<b>Due Date:</b>	

<b>Check in with manager on performance progress</b>	
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