

Individual Development Plan

What: My Personal Development Goals

Ask yourself: What goals should I focus on for the greatest impact on my current or future work? What development priorities will give me the greatest leverage in improving my individual leadership and management competencies or my organization's performance?

Goal 1

Goal 2

Goal 3

How: Action Steps I Will Take to Meet My Development Goals

Identify what specific steps you will take to reach your goals. If helpful, identify what you will start doing, stop doing, continue to do.

1. Plan your actions

Implement something every day. What situations, people or events signal that right now is the time to put new behaviors into action? Every time I see the following situations:	What new behavior will you try? Where will you push your comfort zone? ...I will take the following action:
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Specific Steps:	Specific Steps:
1.	
2.	
3.	
4.	
5.	
6.	

2. Anticipate obstacles

WATCH OUT: What barriers can you identify which might hinder me in pursuing your development goals? How can you overcome these barriers?

Obstacle/Barrier	Solution
1.	<hr/> <hr/> <hr/> <hr/>
2.	<hr/> <hr/> <hr/> <hr/>

3. Leverage strengths	
HINT: You have great strengths upon which to draw. Which of your strengths can you leverage to help achieve your development goals?	
Strength	How will it help you achieve your goals?
1.	
2.	
3.	

Who: Resources and Support for Achieving My Goals
How will you draw on your supervisor, mentor, peers or others to track your progress, gather advice and feedback and support your learning?
With whom should you share your development plan?

Accountability

When will you begin taking action to meet your goals?

When do you expect to see significant progress? (Milestone commitments)

How will you evaluate your progress?

How will you update your development strategy and learning plan? When will you review your plan with those who helped you create it?

How will you leverage what you learn?

Acknowledgement

What impact will meeting your development goals have on your career?

How will the organization benefit from the changes/improvements you have identified?

How will you celebrate when you meet my goals?


