

Individual Development Plan

What is an Individual Development Plan?

An Individual Development Plan (IDP) is a tool used to equip and empower you to reach short- and long-term career goals. Instead of a performance evaluation tool, the IDP is focused on your career aspirations, strengths, and long-term learning and development needs. IDPs are driven by you with the support of your manager and should be reviewed regularly by both parties.

Schedule a meeting to collaborate and build out the Individual Development Plan. Before the meeting occurs, you should prepare thoughts on the following discussion points:

- What are your long-term career aspirations?
- What skills would you like to develop during your time at our company?
- What learning or training would help you prepare for your future aspirations, or perform better in your current role?
- What advancements or changes are occurring in the industry or in your department – what do you need to do to stay current or cutting edge?

Possible Development Opportunities

As part of the IDP, you will need to choose development opportunities to help you reach your long- and short-term goals. There are many different types of development opportunities available to you at Bridge. Some of these development types are listed below. In your IDP, be sure to list the specific opportunity, not just the type. For example, instead of “Formal Education” you could list “obtain an MBA from NYU.”

- Formal education (college courses, pursuit of degrees, etc.)
- Other learning opportunities (online learning, workshops, seminars, specialized training, etc.)
- Certifications or licenses
- Professional conferences or professional organization membership
- Networking with experienced colleagues or experts in the field
- In-house shadowing experiences or mentoring
- Observing or participating in meetings related to areas of interest
- Work projects designed to connect to employee goals
- Resources to explore: books, podcasts, research articles, access to online databases, etc.

Steps to create an Individual Development Plan

- 1. Discuss growth and development needs.
- 2. Set goals, milestones, and target dates.
- 3. Enter Skills and Goals into Workday for ongoing tracking.
- 4. Identify specific plans and opportunities to reach goals. *Workday's Career Hub will provide suggestions for training courses and network connections.*
- 5. Implement the IDP and schedule coaching conversations monthly to update on progress and adjust the plan as needed.

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Schedule a meeting to collaborate and build out the Individual Development Plan. Before the meeting occurs, you should prepare thoughts on the following discussion points:

- What are the employee's strengths?
- Do you envision them growing into leadership roles?
- Would you like them to pursue a certain certification or training?
- What level of investment are you and the company willing to make in their growth and development?
- Do you see them thriving in a specific area of the industry?

Possible Development Opportunities

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My Goals and Aspirations	Learning and Development Needs	Developmental Opportunities or Plans	People Support	Target Dates	Success Criteria	Results
<p>What are my long-term career aspirations 3-5 years from today? What short-term goals will help me achieve my long-term goal?</p>	<p>What do I need to learn to reach this goal? What skills do I need to develop?</p>	<p>What specific steps do I need to take to achieve this goal? (Education, training, coaching, projects, activities, etc.)</p>	<p>What resources or support will I need from my manager? Who else can assist in my training and development in this area and how?</p>	<p>When do I want to complete this goal? Are there any milestones I can celebrate along the way?</p>	<p>What does success look like in this area? How will I know I have reached my goal?</p>	<p>How is my progress going in this area? Do I need to make any adjustments to the plan? What feedback has been offered?</p>
Long-Term Goal						
Short-Term Goal 1						
Short-Term Goal 2						
Short-Term Goal 3						