

Employee Name: SAMPLE IDP
University Title:
Unit:
Supervisor Name:
Review Period:

Individual Development Plan (IDP) - SAMPLE

Are there strengths you would like to utilize that are not currently a part of your position description? Share specific examples.

I have past experience in project management that I am not currently utilizing. I enjoy supervising others, but am not in a supervisory position currently.

What are your career goals, aspirations, and dreams? What opportunities would you like to pursue in the next 12 months? Two years? Beyond two years?

In the next 12 months, I would like to be given some opportunities for project management. In two years, my goal is to be in a management position supervising others. Beyond two years, my long-term goal is to achieve higher levels of responsibility in project management and leadership. I hope to remain working at UMMS and grow my career here.

What skills, education, experiences, or assistance will you need to accomplish your short and long-term career goals? Please include your personal and professional growth ideas that you believe are relevant to your job satisfaction and success.

I would like to have opportunities to stretch my experience and skills by doing a rotational assignment. I would also appreciate any special assignments or projects that would help me gain knowledge and leadership experience.

Job Specific Training	Action Plan	Progress Report
<ul style="list-style-type: none"> ▪ Project Management Certification ▪ Certified Construction Manager 	<ul style="list-style-type: none"> • Complete by January 2017 • Complete by January 2017 	<ul style="list-style-type: none"> •
Development Plan	Action Plan	Progress Report
<ul style="list-style-type: none"> • Attend the Leadership and Management Leadership Development Program at XXX. • Look into rotational assignment opportunities • Work with my supervisor on stretch opportunities/special assignments to expand experience 	<ul style="list-style-type: none"> • Complete by July 2017 • Complete by January 2017 • Ongoing 	<ul style="list-style-type: none"> •

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<p>What are your career goals, aspirations, and dreams? What opportunities would you like to pursue in the next 12 months? Two years? Beyond two years?</p>
<p>What skills, education, experiences, or assistance will you need to accomplish your short and long-term career goals? Please include your personal and professional growth ideas that you believe are relevant to your job satisfaction and success.</p>

Job specific Training	Action Plan	Progress Report
Development Plan	Action Plan	Progress Report