Template: Individual Development Plan (IDP)

**Purpose:** This tool will help you develop your personal career development goals.

**Directions:** Use this template to reflect on your current and future career goals. Be prepared to share this information with your trusted career mentor, coach, and/or dean.

**Tips:**

* Your IDP should leverage your strengths, as well as competencies, that you would like to develop to reach your future career goal.
* Include a mix of development opportunities: specific training courses, on-the-job experiences, stretch roles, and potential mentoring relationships.
* About 80 percent of the actions you indicate to achieve your development goals should be on-the-job experiences, with no more than 20 percent formal training (click for examples of [on-the-job experiences](http://hrweb.berkeley.edu/learning/career-development/skill-development/developmental-experiences)).
* Include action steps and a timeline for yourself.
* Write SMART goals to ensure that you will be able to measure your results (see below for guidance).

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| --- | --- | --- | --- | --- |
| **Development Objective** | **Skill to be Developed** | **Action Steps** | **Success Measures** | **Target Completion Date** |
| Objective #1: |  |  |  |  |
| Objective #2: |  |  |  |  |
| Objective #3: |  |  |  |  |
| Objective #4: |  |  |  |  |

**Example**

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| --- | --- | --- | --- | --- |
| **Development Objective** | **Skill to be Developed** | **Action Steps** | **Success Measures** | **Target Completion Date** |
| Objective #1:  *To deepen my understanding of departmental and institution-wide financial and budgetary circumstances* | *Financial acumen* | *• Complete online capital budgeting course*  *• Actively participate as the medical school’s representative at the university’s budget committee* | 1. *Certificate of completion of State University’s “Capital Budgeting for Leaders and Managers,” BUS 203x* 2. *Attendance at all regularly scheduled meetings of university’s budget committee* | *3 months from now*  *9 months from now* |

**Writing SMART Goals:**

* **Specific** means detailed and focused. What are you trying to achieve? The goal must be detailed enough to be clear and have meaning. Specific goals usually begin with verbs.
* **Measurable** means you have an objective way to identify when the goal is achieved. How will you know when the goal is completed? This means defining goal outputs in terms of quantity, quality, cost, timeliness, degree of impact, return on investment, customer satisfaction, etc. Attaching clear measures to your goals helps you track your progress.
* **Achievable** means the goal is realistic and reasonable. Your goals should be within your control or ability or influence. We want employees to stretch and grow and be *successful* in the process. As employees move from one level to the next, they need to be moving through a series of successes. Success starts with writing a goal that is achievable.
* **Relevant** means the goal has to mean something to both the person and the organization. How does this help me? How does this help the organization? Why is this important now?
* **Time bound** means setting a deadline for achieving the goal. Exactly when will this goal be completed? Things that don’t have deadlines typically don’t get done. Keep in mind that development goals can stretch beyond 12 months—some skills take longer to develop.