**Individual Development Plan (IDP) Template**

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| **Goals for Current Position***.* List all goals that will help you in your current job/leadership responsibilities. |
| **Short-Term Career Goals.**State what you want to achieve in the next one to three years. |
| **Long-Term Career Goals***.* State what you want to achieve in the next three to five years. |
| **Developmental Objectives.** Define what you need to do to achieve your short-term and long-term goals. (Examples: Learn about time management; become a good public speaker.) |
| **Developmental Assignments and Proposed Dates.** List the strategies you will use to achieve your developmental objectives. (Examples: Attend time management training; join Toastmasters.) |
| **Notes.** Add anything else appropriate to the IDP. |
| **Signature/Date.**Sign your IDP to confirm your commitment to your career goals and this process. |

Adapted from Succession Planning Basics (p. 61) by Christee Gabour Atwood