**Sample Individual Development Plan (IDP)**

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| **Goals for Current Position***.*  List all goals that will help in current job/leadership responsibilities.   * Learn to use our SCADA system. * Lead position on treatment pilot project for my utility. * Get certified as a Cross-Connection Control Specialist. |
| **Short-Term Career Goals.**State what you want to achieve in the next one to three years.   * Finish my college degree. * Get certified as a Water Distribution Manager 3. * Get certified as a Water Treatment Plant Operator-In Training, Level 2. * Promote to a shift lead operator position in the new treatment plant. |
| **Long-Term Career Goals.** State what you want to achieve in the next three to five years.   * Get certified as a WTPO 4 and WDM4. * Public works manager for a Class 3 or 4 water treatment plant. * Increase salary by 25 percent. |
| **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.)   * Register with a college in a water technologies program to complete my Bachelor of Science degree. * Submit my WDM3 and CCS certification application. * Take and pass my WDM3 certification exam |
| **Developmental Assignments and Proposed Dates***.* List the strategies you will use to achieve your developmental objectives. (Examples: Attend time management training; join Toastmasters.)   * Submit my certification application for the WDM3 exam by November 30, 2017. * Take a WDM 3 & 4 exam review class by May 2018. * Take and pass my WDM3 certification exam by June 30, 2018. * Complete my Bachelor’s degree by December 31, 2018. |
| **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.