

IDP Form

From Division of Personnel, Department of Administrative Services, State of New Hampshire. Individual Development for Organizational Enhancement, Career Ladders, and Career Development. 2008.

Individual Development Plan Defined

The Individual Development Plan (IDP) employs a concept that emphasizes discussion and joint decisions by the employee and the manager on the specific developmental experiences necessary to fulfill the mutual goals of organizational enhancement. Each IDP is uniquely tailored to the needs of the organization and the individual. The IDP is a personal action plan, jointly agreed to by the employee and the supervisor, which identifies short and long-term organizational goals. An IDP also identifies the training and other developmental experiences needed to achieve those goals, for the benefit of the organization and the individual, within a specified time frame.

Individual development planning helps identify the employee's development goals and the strategies for achieving them by linking them to the organization's mission and goals. Typically, the Individual Development Plan [IDP] would be developed and reviewed annually but a multi-year plan can be developed. This plan is intended to:

- Encourage the employee to take ownership of his/her organizational development
- Provide an administrative mechanism for identifying and tracking development needs and plans to help meet agency critical mission and goals
- Assist the organization in planning for its annual training and development requirements.

Individual development planning benefits the organization by aligning employee training and development efforts with the mission, goals, and objectives of the organization. Supervisors develop a better understanding of their employees' professional goals, strengths, and development needs—which can result in more realistic staff and development planning. Employees take personal responsibility and accountability for their development, acquiring or enhancing the skills they need to stay current in required skills.

Individual Development Planning Responsibilities

Managers and supervisors have the primary responsibility for initiating communication about individual development including but not limited to:

- Work in partnership with individual employees to assess training needs and coordinate individual employee development plans;
- Realistically assess employees' strengths and development needs vis-à-vis organizational requirements needed to meet critical mission and goals.
- Ensure implementation of individual development plans;
- Incorporate training and development into the performance management process; and
- Seek to improve management/supervisory skills in employee development.

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- Provide regular (e.g., annual) opportunities to discuss and plan for employees' development.
- Ensure the alignment of employees' goals and development needs to departmental and organizational goals/objectives.
- Help employees identify appropriate training and development opportunities.
- Evaluate outcomes of employees' training and development efforts.

Employees have responsibility for;

- Work in partnership with supervisors and managers to meet the organization, department, and their own training and development needs;
- Periodically assess their progress toward reaching their goals.
- Work with their supervisor to assess their level of competence vis-à-vis the competencies, skills, and knowledge required in their jobs.
- Identify their professional goals and development needs and various training and development opportunities that will help them achieve those goals and meet those needs.
- Actively search for training opportunities within the organization and elsewhere.

Individual Development Planning Process

The individual development planning process requires communication and interaction between the supervisor and the employee. It involves six steps:

- Step 1:** Pre-Planning – Supervisor and employee prepare independently for meeting. Employee completes all organization-required self-assessments. Supervisor reviews performance evaluations, seeks feedback from stakeholders such as employee's peers, subordinates, upper managers, other organization staff who interact with the employee, and, where appropriate, external stakeholders [program participants, funders, etc.]. Supervisor reviews organization mission and goals and determines which pieces of the employee's job are critical to meeting the mission and goals. If applicable, supervisor should also review the department goals and objectives and determine which parts of the employee's job are critical to goal and objective success.
- Step 2:** Employee/Supervisor Meeting – Discuss employee strengths, areas for improvement, interests, goals, and organizational requirements.
- Step 3:** Prepare Individual Development Plan – Employee, in consultation with supervisor, completes plan for individual development.
- Step 4:** Supervisor seeks approval of upper management [if required by Workforce Development Committee/Plan and/or organizational policies and procedures].
- Step 5:** Implement Plan – Employee pursues training and development identified in plan.
- Step 6:** Evaluate Outcomes – Supervisor/employee evaluate usefulness of training and development experiences.

Key Elements Of An Individual Development Plan

Developing and implementing Individual Development Plans is considered a good management practice and some organizations have developed their own IDP planning process and forms. While there is no one “correct” form for recording an employee’s development plan, an effective plan should include the following key elements:

- Employee profile – name, position title, department;
- Pre-Planning;
- Employee/ Supervisor Meeting;
- Prepare IDP [Must include the following]:
 - Development goals – short-term and long-term goals with estimated and actual completion dates;
 - Development objectives – linked to organization mission/goals/objectives and employee’s development needs and objectives;
 - Training and development opportunities – shadowing assignments, on-the-job training, self-study programs, professional conferences/seminars (prioritizing on-the-job training, according to the 70:20:10 model) that employee will pursue with estimated and actual completion dates and costs; and
 - Metrics for evaluation of outcomes.
 - Signatures – including supervisory, employee, and where appropriate, upper management signatures and date;
- Implement IDP; and
- Evaluate Success.

Sample Individual Development Plan form below

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Sample Individual Development Plan Form

Employee Name	Position Title	Department	Supervisor's Name
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ORGANIZATIONAL ENHANCEMENT OR CAREER GOALS

<i>Short-Term Goals (1-2 Years)</i>	<i>Long-Term Goals (2-5 years)</i>
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INDIVIDUAL DEVELOPMENT PLAN (Completed by Supervisor & Employee)

Development Objectives (Knowledge, Skills, and Abilities) needed to reach goal.	Developmental Assignments, etc., including target completion dates grounded in day-to-day work wherever possible. Should connect to performance goals and activities	Other Activities (mentoring, training)

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Individual Development Plan (Continued)

Developmental Objectives

Developmental Assignments

Other Activities

Note: This IDP is subject to change.

Employee's signature

Date

Manager's signature

Date