

# How can we prepare your organization for the future?

CLICK to Enter First, Last Name

The Leadership Foundry, a division of TSM Corporation



# Individual Development Plan

Creating an individualized development plan (IDP) can help you determine how to grow professionally. Individual development planning is all about creating current and long-term goals for your job, and developing action steps towards accomplishing your plan. Below are step-by-step instructions on how to create your own personal IDP.

1

## **Step 1: Self-Awareness**

Clear your brain! This process is all about YOU and is led by YOU. Reflect on your career goals and aspirations as well as your current leadership struggles.

2

## **Step 2: Identify Your Strengths and Areas of Development**

Identify your strengths and areas of development.

3

## **Step 3: Identify Common Themes**

Identify any common themes that appear. Within these themes, identify one strength and two areas of development and add those to the lines on the bottom of page 4.

4

## **Step 4: Draft Action Items**

Create action items that are workplace specific and observable. Think about how you will accomplish your goal. Will it require on-the-job development, learning from others, training courses, etc.? Utilize the SMART model below to ensure you stay on track.

- Specific
- Measurable
- Action Oriented
- Realistic
- Timebound

# Individual Development Plan

5

## **Step 6: Meet with your Direct Supervisor**

Set up a time to meet with your direct supervisor. Together you will finalize the action steps and timelines associated with your strengths and areas of development. Bring a copy of your plan with you.

6

## **Step 8: Put Your Learning in Action**

- Implement Something Every Day. Chip away in small bite-sized pieces. Spending even five (5) minutes a day will make development a part of your daily discipline.
- Seek Feedback and Support. Learn from others. Ensure that feedback is relevant to your development priorities.
- Face your Barriers. Development isn't easy. Address any barriers that may keep you from your development priorities.
- Involve Others. Find people who can help you in your development by soliciting ideas and reactions from them and who will provide specific, candid feedback on both your strengths and weaknesses.
- Take Time to Reflect. Ask yourself what worked and what didn't work, and why.
- Transfer Learning into Next Steps. Continue to focus on mastering a specific area, and then share this knowledge by teaching it to others. Regroup and focus on new goals and development activities as appropriate (time period may vary based on specific goals and activities).

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2

## Step 2: Identify Your Strengths and Areas of Opportunity

### Strengths

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

### Areas of Opportunity

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

# Individual Development Plan

3

## Step 3: Identify Common Themes

Next, consider what skills are needed for your position and your future career development. Take *ONE* strength and *TWO* areas of development from above and write those on the lines below. These will be discussed and refined with your boss and during your coaching session.

### Strength

1. Click here to enter text.

### Areas of Development

1. Click here to enter text.

2. Click here to enter text.

# Individual Development Plan

4

## Step 4: Draft Action Items

**Area of Strength:** Click here to enter text.

<b>Action Steps:</b>	<b>Timeline for Completion:</b>
1. Click here to enter text.	Click here to enter text.
2. Click here to enter text.	Click here to enter text.
3. Click here to enter text.	Click here to enter text.
4. Click here to enter text.	Click here to enter text.
5. Click here to enter text.	Click here to enter text.

### **Notes:**

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# Individual Development Plan

4

## Step 4: Draft Action Items

**Area of Development:** Click here to enter text.

<b>Action Steps:</b>	<b>Timeline for Completion:</b>
1. Click here to enter text.	Click here to enter text.
2. Click here to enter text.	Click here to enter text.
3. Click here to enter text.	Click here to enter text.
4. Click here to enter text.	Click here to enter text.
5. Click here to enter text.	Click here to enter text.

### **Notes:**

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# Individual Development Plan

4

## Step 4: Draft Action Items

**Area of Development:** Click here to enter text.

<b>Action Steps:</b>	<b>Timeline for Completion:</b>
1. Click here to enter text.	Click here to enter text.
2. Click here to enter text.	Click here to enter text.
3. Click here to enter text.	Click here to enter text.
4. Click here to enter text.	Click here to enter text.
5. Click here to enter text.	Click here to enter text.

### **Notes:**

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# How can we prepare your organization for the future?

Leadership Foundry understands the business challenges of today. We develop and deliver customized training solutions that enable your organization to achieve its unique business objectives.

**CONTACT US** today to find out more.  
**702-985-6610** or **info@ leadershipfoundry.com**

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