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Description automatically generated with medium confidence WashU Technology & Leadership Center Personal Learning Plan**

**Individual Development Plan Guidelines**

Complete this Individual Development Plan (IDP) to help you evaluate your current work, plan for improvement and advancement, and generate future professional directions. This plan will aid in enhancing your performance and achieving your career goals.

While you are responsible for your own IDP, your manager can play an important role in supporting your personal and career development. We encourage you to have frequent conversations with your manager about this plan, including a follow-up conversation after your annual performance evaluation in order to continuously integrate your professional development with your job performance.

Use the SMART model in setting development plans and activities:

* **S**pecific: Clearly define what you want to achieve.
* **M**easurable: Ensure you can track your progress.
* **A**chievable: Set realistic goals.
* **R**elevant: Align your goals with your career objectives.
* **T**ime-bound: Set deadlines for your goals.

Be realistic and set priorities. We suggest setting three important development goals each year, focusing on skills and activities that contribute to your current role, opportunities for advancement and promotion, and future career directions.

Seek candid feedback from others, including your manager, about strengths and weaknesses, and for additional perspectives, new information, and support.

Make your development continuous, intentional, and organized. Try to work on something every week, perhaps even every day, build it into your regular schedule, and use the IDP to record your progress.

Take advantage of the many different opportunities for learning and development. Remember the 70/20/10 model: 70% of what we learn is from on-the-job experience, 20% is what we learn from others, and only 10% is from formal learning settings, such as courses and training.

Link skills and competencies to specific learning and development activities to ensure congruence across performance, development, and learning.

Make the time to reflect. Determine what’s working and what’s not, and why. Reward yourself for your achievements and face your challenges honestly and realistically.

**Section 1: Self-Assessment**

How do I assess my current job and its alignment with my interests, skills, and values?

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| **Interests: What tasks and challenges interest me the most?** |
| **Skills: What are my talents and strengths?** |
| **Values: What matters to me most about the work environment and the people with whom I work?** |

**Section 2: Development Plan**

How am I going to improve my performance and capability in my current role, and strengthen my potential for future roles?

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| **Development Goals**  What skills, knowledge,  and behavior do I need to  learn or improve? | **Evaluation**  How does this goal  strengthen my current and  future professional roles? | **Timeline and Results**  When do I want to reach  the goal? How will I  measure progress and  success? | **Manager Role**  How will my manager  support the goal and  actions? | **Actions**  What steps and activities  will help me reach the  goal? (new assignments,  training, coaching) |
| **Goal 1:** |  |  |  |  |
| **Goal 2:** |  |  |  |  |
| **Goal 3:** |  |  |  |  |

**Section 3: Career Plan**

What are my career goals?

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| **Career Goals**  What are my goals and  aspirations? (title, position,  industry, area of Interest) | **Skills and Competencies**  What skills, competencies, and  behaviors do I need to sharpen or  learn? | **Actions**  What steps and activities will help  me acquire skills and reach the  goal? (career coach, resume, cover  letter, training, networking,  professional association, new work  assignments) | **Manager Role**  How will my manager support my  career development goals? |
| **Short-Term Career Goals**  (1-2 years) |  |  |  |
| **Long-Term Career Goals**  (3-5 years) |  |  |  |