

INDIVIDUAL DEVELOPMENT PLAN (IDP) TOOL

Your professional development can result in increased effectiveness, productivity and career growth. You are the driver of your professional and career development goals. This IDP form is a tool to help you create a prioritized set of steps to achieve your goals.

Committing your developmental goals to paper results in a clear action plan that you can share with your supervisor. Your plan can help you identify necessary resources, clarify expectations and measure achievements. It can also serve as a guide in choosing which courses, listed in the Training Opportunities Guide, will help you fulfill your plan.

1. Consider the following questions as you develop your plan:

- How do I want to develop professionally?
- What are some short-term goals for taking on new tasks and responsibilities in my current position? What skills do I need to acquire?
- What might be some long-term career goals and what skills would I need to develop to achieve those goals.
- What are new demands in my job (or career) that require me to gain additional skills?

You might need to do some research to determine the answers to these questions.

Ways to research include:

- Self-assessment tests (i.e. Skillscan on the T&OD COMPASS website)
- Reviewing skills in job descriptions
- Looking over your performance review
- Conducting informational interviews
- Talking with your supervisor

2. What are the best ways to learn and/or develop these skills?

Training classes are only one way to develop new skills. Consider alternatives which may serve your developmental efforts as well:

- Mentoring
- Cross-training
- Coaching
- Stretch assignments at work
- Leading a project team
- Serving on an University committee
- Involvement in a professional association
- Attending a conference
- Self-paced learning via the internet (webinars, computer-based training, virtual black-boards)
- Books
- Academic degree programs

3. What resources do you need to achieve your developmental goals?

a) Do you need funds to attend a training class, conference or participate in an academic degree program? Consider STAP and STRP finds (go to <https://hrweb.stanford.edu/training/stap/>).

b) Do you need to discuss/review this plan with your supervisor for their support?

4. Set realistic priorities:

- What's achievable this quarter?
- This year?
- Within 5 years?

Then develop a timeline and concrete actions steps so you can mark your progress. Be sure to celebrate your successes along the way!

5. Training & Organizational Development has provided an Individual Development Plan (IDP) form below for you to use in your development and career planning. It's a tool to help you map out your short to long term goals and what resources you will need to achieve these goals. Consider discussing your plans and completing the form with your supervisor.

The form is intended to be cut out and posted on your wall or incorporated into your files, so that you can frequently monitor your progress in achieving your goals. You can also place the bottom of this page on a copier and make 8½" x 11" landscape copies, or download the form from: <https://hrweb.stanford.edu/training/desktop/job.html>.

Remember that there are many resources available to Stanford staff that will assist you in reaching your career goals, and the Training Opportunities Guide is always a great place to start your journey!

| GOALS | | SKILLS To Be Learned / Developed | RESOURCES NEEDED Money, Support, Time | YOUR ACTION STEPS Training, Other Opportunities | TIMELINE Anticipated Start & Completion Times |
|----------------------------------------------------------------------------|----|-------------------------------------|------------------------------------------|----------------------------------------------------|--------------------------------------------------|
| SHORT-TERM GOALS 1 year Critical within present position | 1. | | | | |
| | 2. | | | | |
| | 3. | | | | |
| MID-RANGE GOALS 2 years Important for growth within present position | 1. | | | | |
| | 2. | | | | |
| | 3. | | | | |
| LONG-TERM GOALS 3 to 5 years Helpful for achieving career goals | 1. | | | | |
| | 2. | | | | |
| | 3. | | | | |