**Individual Development Plan**

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| **Name:** | **District:** | |
| **Position Title:** | **Fiscal Yr:** | **Date:** |
| **Technical Supervisor:** | **Direct Supervisor:** | |

**Purpose**

The Individual Development Plan is a clear statement of an employee’s short, medium, and long-range goals and a systematic map for attaining those goals. The following Goals and Activities represent an individually tailored action plan to develop specific competencies needed to improve performance and capabilities in the employee’s present position or to prepare for new responsibilities. This plan is useful to organize and schedule the employee’s development and to permit the employee’s supervisor and management to secure resources needed for employee development training.

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| **Goal 1:** | | **Source** | **Format** | **Target Date:** | **Completed**  **Date** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
| Add rows as needed |  |  |  |  |  |

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| **Goal 2:** | | **Source** | **Format** | **Target Date:** | **Completed**  **Date** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
| Add rows as needed |  |  |  |  |  |

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| **Goal 3:** | | **Source** | **Format** | **Target Date:** | **Completed**  **Date** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
| Add rows as needed |  |  |  |  |  |

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| **Goal 4:** | | **Source** | **Format** | **Target Date:** | **Completed**  **Date** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
| Add rows as needed |  |  |  |  |  |

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| **Goal 5:** | | **Source** | **Format** | **Target Date:** | **Completed**  **Date** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
| Add rows as needed |  |  |  |  |  |

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| --- | --- | --- |
|  | **Signature:** | **Date** |
| **Employee** |  |  |
| **Technical Supervisor** |  |  |
| **Direct Supervisor** |  |  |
| **District Board Chair** |  |  |