



# Individual Development Plan Form

Employee Name  Date

Supervisor Name  Company / Branch

Role  Department

What do I see as my strengths and talents in my role?

What do I see as current or potential areas of development?

What are my growth and development objectives? (short-term and/or long-term)

Objective #1:

*Example: I want to broaden my understanding of women's concerns and challenges within construction project management  
OR Improve my understanding of Excel to help me run reports more efficiently*

10/20/70	Action Item (see examples below)	Needed Resources/Support	Target Date
Formal Learning (10%)			
Learning from Others (20%)			
On-the-Job Experience (70%)			

Objective #2:

*Example: I want to better manage my work stress to prevent it from negatively impacting my professional and personal relationships  
OR I want to leverage my skills and knowledge to better train my field crew*

10/20/70	Action Item (see examples below)	Needed Resources/Support	Target Date
Formal Learning (10%)			
Learning from Others (20%)			
On-the-Job Experience (70%)			

10% Examples: (eLearning/in-person courses, conference, Intercultural Development Inventory, NICET certification)

20% Examples: (become a mentor/mentee, coaching, job shadowing, join professional association, request feedback)

70% Examples: (work tasks, special projects, presentations, cross-functional training, networking)

Next IDP Meeting Date