



# Individual Development Plan Individual Guidance

The following Individual Development Plan (IDP) form provides a framework for an ongoing discussion and partnership around your personal and career development. This tool assists you in identifying how you want to grow and develop in your current role and/or discuss future career objectives.

The IDP process is a partnership where you create and own your IDP with the assistance, feedback and ongoing support of your supervisor.

The IDP process involves Preparation, Discussion, and Execution of an Action Plan:

1. Talk to your supervisor and schedule a time to discuss your IDP.
2. Prior to your first meeting, complete the form as best you can. Be sure to identify your growth and development objectives and make them as **specific** as possible.
  - For example, if you want to develop better communication skills, what *specifically* would you like to improve - assertiveness, active listening skills, or perhaps providing constructive feedback?
  - You may also consider personal interests with workplace applications (e.g. you enjoy volunteering with local charities and want to get more involved with organizing corporate community outreach).
  - If you feel "stuck", click [HERE](#) for questions that may help you in identifying your growth objectives. And remember that Safety and Inclusion are also possible areas on which you could focus.
  - Include possible action steps and what/who could assist with those. (Click on each number of the [10/20/70](#) approach for how to create your action plan.)
3. Provide your supervisor your completed IDP form at least *a few days prior* to your scheduled meeting. This will allow your supervisor time to review, reflect, and come prepared with their feedback and ideas on how to support you.
4. Meet to review and discuss your IDP with your supervisor.
  - In solidifying your objectives and action plans, you may end up adjusting what was originally on the form.
  - If this is a follow-up IDP meeting, discuss the progress from your last conversation.
    - For completed action items, discuss your level of growth, the usefulness of any training and developmental experiences, and how you can continue to apply what you've learned.
    - For incomplete action items, discuss the reasons and how your supervisor can help remove obstacles or provide additional support.
  - Set a date for the next meeting – once every 6 months is recommended with quarterly being a best practice.
  - Execute your plan and touch base with your supervisor between IDP meetings.

Click on the links below for Sample IDP forms:

- Field Foreman with current role objectives – click [HERE](#)
- Individual Contributor with advancement objectives – click [HERE](#)
- Department Manager with current role objectives – click [HERE](#)