



Example: Dept. Manager with Current Role Objectives

Department Manager Plan Form

Employee Name

Date

Supervisor Name

Company / Branch

Role

Department

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

- 1) Sharing overall big picture with my team - communicating T4s
- 2) Understanding department financials
- 3) Customer service skills - building relationships with new/existing customers

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

- 1) Becoming a more inclusive leader
- 2) Prioritizing my time to maximize productivity

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 I want to leverage 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%)	Complete Intercultural Development Inventory (IDI) assessment and debrief	Sarah to assist with connecting me with the DEI Team	End of February
Learning from Others (20%)	Attend a Network of Women meeting with a co-worker	NoW meeting schedule and agenda	March's monthly meeting
On-the-Job Experience (70%)	Deliver lunch and learn for Service Department team members based off NoW topic	Conference room, cater in lunch for group	April 15

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%)	Attend 7 Habits of Highly Effective People course	Sign up for course in LMS - Sarah's support with travel arrangements	Attend scheduled course in April
Learning from Others (20%)	Research and read a book on time management (maybe "The Power of Habit")	Find audio in LMS or purchase a hard copy	Finish book by May
On-the-Job Experience (70%)	Keep a log of how I'm spending my time for 1 week - reflect on how I need to be prioritizing	None needed - will keep track on my own spreadsheet	January 31

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