



Example: Dept. Manager with Current Role Objectives

Individual Development Plan Form

Team Member Name Date

Supervisor Name Company / Branch

Role Department

Considering my professional goals and motivations, what matters the most at this point in my career? What do I want to achieve with this year's iDP?

Long term, I would like to continue growing as a business leader and take on additional responsibility. For now, I want to focus on improving in my role and become a stronger, more inclusive leader.

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

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

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

Becoming a more inclusive leader. 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 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%)	Complete Intercultural Development Inventory (IDI) assessment and debrief	Sarah to assist with connecting me with the DEI team	End of May
Learning from Others (20%)	Attend a Network of Women meeting with a co-worker	NoW meeting schedule and agenda	June's monthly meeting
On-the-Job Experience (70%)	Deliver lunch and learn for Service Dept team members based off NoW topic	Conference room, cater in lunch for group	July 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 July
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 August
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	By April 30

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