



Example: Individual Contributor with Advancement Objectives

Individual Development Plan Form

Employee Name	Linh Tran	Date	December 4, 20XX
Supervisor Name	Zach Brooks	Company / Branch	J. Fletcher Creamer
Role	AR (Accounts Receivable) Associate	Department	AR Department

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

Organization/process set-up
Accepts and leverages constructive feedback
Strong attention to detail

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

Prioritizing work based on importance, not off whatever is right in front of me
Learning the business more - getting out of the office to see what we really do
People leadership skills for future positions (Sr. AR Associate)

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

Objective #1: Learn more about our business through exposure to other departments/areas

*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%)	Attend Financial Leadership Course to learn more about how our department supports the business	Sign up in LMS - need Zach to approve request	Attend next session in June
Learning from Others (20%)	Shadow PM to gain better understanding of Construction Management Dept.	Ask Zach to initiate conversation with CM Dept. head - I can then coordinate scheduling from there	Complete by Feb 15
On-the-Job Experience (70%)	Schedule a field ride to several sites with Safety Super to learn more about field safety	Zach to reach out to Safety Dept to figure out dates that work	Complete by end of March

Objective #2: Gain people leadership experience to prepare me for next career steps

*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%)	Complete interviewing eLearning courses around Unacceptable Questions to Ask, Defeating Unconscious Bias and Diversity in Recruiting and Hiring	LMS courses prior to the interview process	Before Interviews/ end of February
Learning from Others (20%)	Work with Talent Dept. to write and post internship	Discuss with Talent Dept. getting approval and initial process for intern	Post job in January
On-the-Job Experience (70%)	Interview, hire, and create a work plan for an intern I will manage this summer	Assistance from Zach in reviewing summer work plan	Hire: April Start: May

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 June 4, 20XX