



Example: Field Foreman with Current Role Objectives

# 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?

- Trade skills and many years of experience within the field
- Working with our customers - they find me reliable and always willing to help

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

- Learning to manage/reduce stress so that it doesn't strain job sites relationships
- Understanding the office end of the business
- More intentionally sharing my knowledge and skills in developing apprentices

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%)	Find a course on how to develop mentoring skills	Ask Dimitri/Mattea about options or suggestions	End of May
Learning from Others (20%)	Meet with Dimitri (my former manager/mentor) to discuss his mentoring approach	Time commitment from Dimitri	May 15
On-the-Job Experience (70%)	Select apprentice to mentor	Support from Mattea in taking some working time to begin mentoring	June 1

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%)	Find a stress management on-line or in-person course	Help from Mattea to identify the right course	April 30
Learning from Others (20%)	Ask for team feedback on when and how my stress levels are impacting others	Ask Angelo and Dominic if they'll provide feedback and help hold me accountable for improvements I commit to making	Immediate and Ongoing
On-the-Job Experience (70%)	Identify which current responsibilities I could delegate to allow me more time for planning and safety-focused activities	Review my responsibilities with Mattea and brainstorm which items are most appropriate to hand off	July 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

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