

Individual Development Plan (IDP) Form

SAMPLE - Supervisory

Employee Name: Sarah Smith Title: Operations Director Date: 1/2016
 Dept.: Academic Advising Supervisor Name: Ralph Finnes

Short Range – Critical within present position (1 year)

Goal (What do I want?/ What do I need to learn?) Develop Emotional Intelligence (EQ)

Competencies/Technical Skills to be acquired	Learning Activities (trainings, conferences, projects)	Learning Resources/ Support needed	Time Frame: Start – Complete	Results Criteria (How have I succeeded in using my learning?)
Develop more EQ to help in supervisory role and personal life. This will help with interpersonal skills	Read: "What makes a Leader. Why Emotional Intelligence Matters"	Locate book in Library, Book Store or SkillPort	4/2016	
	Complete an assessment on-line to measure EQ			

Mid-Range – Important for growth within present position (2 years)

Goal: Improve Delegation Skills

Competencies/Technical Skills to be acquired	Learning Activities	Learning Resources/ Support needed	Time Frame: Start – Complete	Results Criteria
Learn how to delegate tasks effectively amongst team to enhance department productivity and improve my leadership skills	Attend training course, Effective Delegation, offered by Professional Development.	Time away to attend and complete the course	1/2017	

Long Range – Helpful for achieving career goals (3 years)

Goal: Develop Others

Competencies/Technical Skills to be acquired	Learning Activities	Learning Resources/ Support needed	Time Frame: Start – Complete	Results Criteria
Create IDP's for each direct report. Encourage those that report to me to develop IDP's for their own direct reports	Help employees develop their knowledge and skills to help the department be more successful	Work with each employee to set goals and work toward goal completion. Look for opportunities to encourage and support.	1/2016 - continuous	Long Term Goal - in process
Mentor other campus employees/or student assistants				

Employee Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____

Fee Waiver Non-Fee Waiver
 Degree courses
 X Work Related