*An Individual development plan is an important part of the professional development process. Based on your priorities, what are your two most important development goals? Identify what action steps you will take on each of your priorities. The University and I as your manager are committed to your development.*

Employee Name: Date:

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| 1. Getting started |

* Keep the goals manageable. Consider breaking it down into smaller sub-goals.
* Identify the knowledge, skill or performance area that will be developed.
* Identify the benefit to the University. Why is it important to the University and your work unit to increase your skill in this area? What difference will it make?
* Measurement – How will you determine whether you have made an improvement in this area? How do you judge your success? How will the unit benefit?
* Baseline Assessment – How good are you in this area now?
* Resources required – What will you need to complete your plan? Do you need time, training, and some type of management support or other resources?
* Completion Date – You are most likely to accomplish a goal if you provide a due date.

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| IDENTIFY Learning Opportunities | | |
| Learning Goal #1*What do I want to be able to do, or become more proficient at? (Ex: I want to be able to chair an efficient* meeting) | Learning ExperienceWhat do I want to be able to do? | |
| ImportanceWhy is achieving this goal important to me? | Support RequiredTraining course, job shadowing | |

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| IDENTIFY Learning Opportunities | | |
| Learning Goal #2*What do I want to be able to do, or become more proficient at? (Ex: I want to be able to chair an efficient* meeting) | Learning ExperienceWhat do I want to be able to do? | |
| ImportanceWhy is achieving this goal important to me? | Support RequiredTraining course, job shadowing | |

## Next Step:

Bring this to your next 1:1 check-in to discuss with your supervisor. After that, review progress on these development goals, update them as needed, and set more specific, shorter-term goals. Please discuss this at our standing update meetings.

