Performance Evaluation – Individual Development Plan

Employee Name:

Position:  
Date:  
Department:  
Manager:  

1. Start with a goal; have a reason to develop:

□ Move to a new role
  ○ prepare for that new role

□ Develop current role

2. Identify what you want to learn, improve, or develop:

Three most important competencies (skills, knowledge, attributes), statistical goals and benchmarks you would like to work on in order to achieve your goal.

If it is a new role, these will most likely be the unfamiliar functional areas that you have had little or no prior experience with.

Or it may be getting to know a new organization or team

Identify your strengths: Strengths can often be enhanced and also be leveraged in order to address development needs

3. Identify “development actions” to address the needs

Most common development actions, listed in order of developmental impact:

1. Move to a new job
2. Take on a challenging assignment within my current job
3. Learn from someone else (manager, a coach, a subject matter expert or role model)
4. Get educated on the topic: take a course, read up on the topic
Aspire to a larger role:

- **Identify the Role or Roles** - to take in order to get ready, this is one of the most important steps in a development plan

- **Challenging Assignment** - is typically the best way to develop a competency or competencies as job changes are significant and don’t happen all that often
  - “Stretch assignments” - force us to perform, learn, and have the most impact
  - Developmental assignment(s) - combine real work with development; look for projects that require you to use the skill you are trying to develop

- **Identify people** that can help you learn the new skills required to be successful with the project (the same skills identified in step 2)
  - For example, if the new project is going to require you to lead change, find 2-3 people that are really good at leading change and go talk to them
  - An internal or external coach may be able to help with tough to learn attributes, like relationship building.
  - A mentor can often help you develop political acumen, or organizational agility

4. **Discuss the plan with your manager**

5. **Implement the plan, follow-up often, and reflect on what you’ve learned**

   Keep your plan in front of you at all times. Check off those items completed.

   ◊ What you did, what you have read, what you have learned.
   ◊ What were the lessons?
   ◊ What should you incorporate as a permanent part of your repertoire?
   ◊ What should you reject?
   ◊ What did you learn about yourself?