

Individual Development Plan

Mississippi Valley State University
Office of Human Resources

The Individual Development Plan (IDP) is an organized approach to intentional learning. It provides a means of documenting your development activities. The IDP process provides an opportunity for you to share with your supervisor your goals as well as communicate your strengths and development needs. You work together to develop realistic goals and activities to achieve them, and your supervisor assists by providing check-in, feedback, and coaching. Coupling the annual review (evaluation) with an Individual Development Plan reflects a best practice model for performance management.

EMPLOYEE'S NAME _____ POSITION _____

SUPERVISOR'S NAME _____ DATE OF IDP _____

IDENTIFY THE COMPETENCY TO BE DEVELOPED (collaborate with your supervisor)

- 1) _____
- 2) _____
- 3) _____

Example: Collaboration

WRITE A GOAL STATEMENT

Example: By the end of the 2018 Fall Semester, I will increase my competency in collaboration by with working with colleagues to redesign a current curriculum process by applying strategies learned from my development activity. This goal is supported by my supervisor, and my success will be determined by the level of increased efficiency gained by the redesigned curriculum process.

IDENTIFY DEVELOPMENT ACTIVITIES

- 1) _____
- 2) _____
- 3) _____

Example: attend the "Teambuilding Strategies Workshop"

IDENTIFY DESIRED OUTCOMES AND RESULTS

Example: successfully completed the "Teambuilding Strategies Workshop", collaborated with three colleagues on the curriculum redesign, and increased efficiency by 5%

EMPLOYEE'S COMMENTS AND SIGNATURE

SUPERVISOR'S COMMENTS AND SIGNATURE

*Please include supporting documentation

Office of Human Resources 10.2017