

# Individual Development Plan Template

|                      |               |                   |                 |
|----------------------|---------------|-------------------|-----------------|
| <b>Employee name</b> |               | <b>Department</b> | Human Resources |
| <b>Job title</b>     | HR Generalist | <b>Supervisor</b> |                 |

## Goals to achieve

List the short- and long-term professional goals you'd like to achieve in the next three to 12 months.

|                         |   |
|-------------------------|---|
| <b>Short-term goals</b> | [List the most urgent/immediate goals you need to achieve to support you in your current role, such as completing a relevant course.] |
| <b>Long-term goals</b>  | [List the longer-term goals you should achieve to progress further in your current role or transition into another role.]             |

## Competencies and skills

List your current relevant skills and identify the skills you need to develop to achieve your goals.

| Goal                 | Current skills              | Future skills              |
|----------------------|-----------------------------|----------------------------|
| Fill HR Manager role | Interpersonal communication | Strategic thinking         |
| [Goal 2]             | [Relevant current skill(s)] | [Relevant future skill(s)] |
| [Goal 3]             | [Relevant current skill(s)] | [Relevant future skill(s)] |

## Actionable steps and resources

Outline the actions, steps and resources you'll need to achieve your goals.

|          |  |
|----------|--|
| [Goal 1] | [List the actions and resources needed to achieve each goal, such as training, mentorship, courses, job shadowing, and external certifications.] |
| [Goal 2] |  |
| [Goal 3] |  |

## Success criteria

List the criteria for successful achievement of each goal; use concrete targets and measurable indicators.

|                      |   |
|----------------------|---|
| Fill HR Manager role | <ol style="list-style-type: none"> <li>Demonstrate strategic HR leadership</li> <li>Master team and stakeholder management</li> <li>Gain leadership experience</li> </ol> |
| [Goal 2]             | [List of relevant criteria]   |
| [Goal 3]             | [List of relevant criteria]   |

# Individual Development Plans Examples For Engineers

**Anthony S. Fauci**



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