

Individual Development Plan (IDP)

Problem

How to encourage employee growth?

Difficulty

Some training required

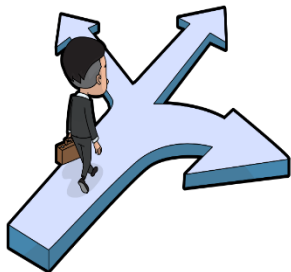
- An **individual development plan (IDP)** helps employees improve their job performance and achieve their career goals.
- A company's tailored IDP template includes:
 - Professional goals
 - Strengths and talents
 - New skills to be obtained
 - How performance will be enhanced
 - An action plan
 - ...

- People-oriented manager
- Sharing employee

IDP Process

Employee direction and action plan

1. Create a company-wide IDP template
2. Obtain needed employee information
 - A. Manager gives employee the manager's IDP
 - B. Employee captures relevant information (perhaps via a questionnaire)
3. Create employee IDP
 - A. Manager and employee meet (maybe 1 hour)
 - B. They review: questionnaire information and recent performance reviews
 - C. They discuss: goals, passions, and skills
 - D. They document an individualized employee IDP (leveraging questionnaire info)



- https://www.freepik.com/free-vector/businessman-businesswoman-talking-office_5712994.htm
- https://commons.wikimedia.org/wiki/File:Cartoon_Man_Arriving_At_A_Career_Crossroad.svg

IDP – Example – Web Designer Advancement

Here's a completed IDP for a Web Designer

Employee name: Pat Smith

Date: 10/15/20XX

Position, title: Artist level 3, web designer

Function: maintain/update web site design

What drives me: (1) Clarity of communication (2) Every piece I create should be a work of art

What I dislike: "Cookie cutter" approaches, use of the color purple

My skills: <long list of items>

My professional goals and aspirations

Internal

Mature my video creation skills, become leader in the field

Manage design of all print materials

External

Obtain peer recognition for my artistic business outreach

Win juried shows of my large stone carvings (> 20 kg)

What I do

- Never give up, always exceed expectations
- Work products are universally admired

What I could do (development opportunities)

- Influence the communication goals to which I now respond
- Have more latitude in how I create solutions

Action plan (specific steps/tasks to achieve goals)

Short term (next 3 months)

Practice creating video product solutions, at least 2 designs per project

Attend and observe bi-weekly business outreach discussions

Long term (within 1 year):

Learn the business' needs and contribute to business outreach discussions

Name – Arial 28 pt – Notes

Slide 1

1. Everyone in an organization should have an IDP, including satisfactory and high-performing employees.
2. It is crucial that an employee's manager help create the IDP; this ensures both business alignment and management support.
3. An IDP can change from year to year.
4. An IDP is forward-looking, it is not a backwards-looking performance review.
5. An IDP should focus on a few developmental activities. They should be challenging, but not but not impossible to complete.
6. Some companies use “personal development plan” and not “individual development plan.”
7. The main difference between the IDP and a “gap analysis” (see the 6in6 presentation) is that an IDP is more short term and is created with a manager.

Slide 2

1. Action plans in an IDP should always be achievable.
2. An action plan may include:
 - A. Apprentice work in a new area
 - B. Rotational assignments
 - C. Shadow assignments
 - D. Leadership interviews
 - E. In-class or on-line training or self study

Recommended web sites for more information

- *The Individual Development Plan (IDP) Process* <https://www.nrc.gov/docs/ML0904/ML090490452.pdf>
- *Individual Development Plan (With Template and Example)* <https://www.indeed.com/hire/c/info/individual-development-plan-examples>