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Individual Development Plan

Use this plan to agree on one development goal and track it.



Employee name

Role

Manager

Date created

Next review date

Strengths: List 2 or 3 things this person already does well.

Current Focus Area / Gap: Describe the one skill or habit to build next.

Development Goal: Write one goal with a clear result and a deadline.

Career growth: How does this goal support your career growth?

Actions to Take: Give every action one owner: the employee or the manager.

Action	Owner	Deadline	Done
			☐
			☐
			☐
			☐

Resources or Support Needed: Name the time, budget, access, or people required.

Timeline and check-ins: Book every check-in in the calendar today.

Start date	End date	Check-in frequency

Progress review: Fill in at each check-in.

Progress

Blockers

Next steps

Success Indicators: Record the starting point and the result you aim for.

Indicator	Current result	Target result

Employee signature	Date	Manager signature	Date