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Individual Development Plan

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

Employee name
Jordan Reyes (sample)

Role
Operations Coordinator

Manager
Dana Whitfield

Date created
November 16, 2026

Next review date
December 14, 2026

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

Meets deadlines, spots problems early, and is the person other teams ask for quick answers.

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

Escalates problems to the manager without proposing a solution, so small issues wait days for a decision.

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

Bring at least 1 proposed option to every escalation and resolve 1 recurring team problem by May 14, 2027.

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

It builds the judgment expected of a team lead, the next role Jordan is aiming for.

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

Action	Owner	Deadline	Done
Use a 3-line escalation note: problem, options, recommendation	Jordan	November 30, 2026	☑
Agree in writing which decisions Jordan can make alone	Dana	December 14, 2026	☑
Choose 1 recurring problem and map its root cause	Jordan	January 31, 2027	☐
Present a fix for that problem at the team meeting	Jordan	March 31, 2027	☐

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

30 minutes a week with Dana, read access to the team ticket log, and 1 slot at the monthly team meeting.

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

Start date

November 16, 2026

End date

May 14, 2027

Check-in frequency

Monthly

Progress review: Fill in at each check-in.

Progress

December 14 check-in: 5 of 7 escalations this month came with a proposed option.

Blockers

Urgent issues still go straight to Dana without a note.

Next steps

Use a 1-line version of the note for urgent issues.

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

Indicator	Current result	Target result
Escalations that include a proposed option	1 in 10	9 in 10
Recurring team problem resolved	0	1, with no repeat for 2 months
Manager time on routine decisions	About 3 hours a week	Under 1 hour a week

Employee signature	Date	Manager signature	Date
Jordan Reyes	November 16, 2026	Dana Whitfield	November 16, 2026