

Employee (Individual) Career Development Plan Template

This career development plan template can be used as a tool to guide your thought process and map your progress over a chosen period. An employee should complete the IDP form and be prepared to discuss it with their supervisor. Career planning involves joint input by the employee and supervisor in creating specific goals, as well as provides benefit to the organization.

Name of Employee:	Employee ID:
Current Classification:	Department/Division:
Time in Position:	Plan Covering: _____ to _____

What: My Personal Development Goals

Consider the competencies that outline the skills, knowledge and competencies that represent great performance in your current position and/or a position/role to which you aspire. Based on feedback from your performance evaluation, peers and/or other colleagues, class spec, etc. select at least two areas in which you would like to develop. You may focus on your current role, or you might select one area that applies to your current role and one area that is more inspirational. Write specific goals describing how/what you want to change or improve.

Ask yourself: What can I do differently/better that would make the greatest positive impact in my work? What development priorities will give me the greatest leverage in improving my individual leadership and management competencies or my organization's performance?

Goal 1

Goal 2

Goal 3

How: Action Steps I Will Take to Meet My Development Goals

Identify what you need to stop doing, start doing, and keep doing on the job. These short-term actions will contribute directly to your long-term goals.

1. Plan your actions.

Implement something every day. What situations, people or events signal that right now is the time to put new behaviors into action?

What new behavior will I try? Where will I push my comfort zone?

Every time I see the following situations:

...I will take the following action:

1.	
2.	
3.	
4.	
5.	

How: Action Steps I Will Take to Meet My Development Goals

2. Anticipate obstacles.

WATCH OUT: What barriers can I identify which might hinder me in pursuing my development goals?
How can I overcome these barriers?

Obstacle/Barrier	Solution
1.	
2.	

3. Leverage strengths.

HINT: I have great strengths upon which to draw. Which of my strengths can I leverage to help me achieve my development goals?

Strength	How will it help me achieve my goals?
1.	
2.	
3.	

Who: Resources and Support for Achieving My Goals

How will I draw on my supervisor, peers, and others to track my progress, gather advice and feedback, and support my learning?

Who will I ask to support me? Who do I know who already possesses the competencies I want to build?

With whom should I share my development plan?

Accountability

When will I begin taking action to meet my goals?

When do I expect to see significant progress? (Milestone commitments)

How will I evaluate my progress?

How will I update my development strategy and learning plan? When will I review my plan with those who helped me create it?

How will I leverage what I learn?

Acknowledgement

What will be the impact of meeting my development goals on me and my career?

How will my organization benefit from the changes/improvements I have identified?

How will I celebrate when I meet my goals?

Employees interested in career advancement/promotion are encouraged to participate in internal and external classroom training, on-the-job training and other development opportunities. This is a voluntary program and is intended to provide training and development to assist the employee in developing skills that support the employee's career goals. It is not intended to create an expectation for out-of-class pay nor guarantee a promotion for the next available position. The program is subject to budgetary and time limits.

It is also important to develop alternative plans. A signed IDP doesn't imply that Clackamas County will support and/or fund all activities included in the IDP.

Employee Signature

Date

Supervisor Signature

Date

Department Director

Date