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| **COMMONWEALTH OF PENNSYLVANIA** | | Employee name | | | | | Employee signature | | | | |
| **Individual Development Plan** | | Supervisor name | | | | | Supervisor signature | | | | |
| ***IDP Timeline*** | | *Initiated* | | *Review* | *Review* | | *Review* | *Review* | | *Review* | |
| **Professional Goals** | **Needs** | | **Activities** | | | **Resources** | | | **Start** | | **End** |
| **Short Term (next 1 year)** |  | |  | | |  | | |  | |  |
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| **Long Term (up to 5 years)** |  | |  | | |  | | |  | |  |
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| **Supervision / Management / Leadership** |  | |  | | |  | | |  | |  |
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**Supervision / Management / Leadership (SML):** (Initiated by Supervisor or Employee for current or potential assignments.)

* SML IDPs are useful at every organizational level to identify and prepare employees for succession.
* Use the steps for employee-initiative or supervisor-initiated Individual Development Plans above for current or future leaders, managers, and supervisors.
* In addition to considering general job-related KSAs, note areas associated with leadership, judgment, initiative, and achievement of expectations.
* In particular, seek to identify and enhance KSAs and strengths in managing program/project, employees, budget, technology, and organizational change.
* Seek opportunities to develop skills in strategic planning and measurement, performance management, teamwork, staff development, and recognition of accomplishments, with emphasis on business practices and ethics.
* Set as a goal point a broadened experience with promoting customer service, diversity, inclusiveness, collaboration, effective communication, and positive labor/management relations.
* Beyond discrete training or development events, seek formalized, long-term opportunities for development, such as mentoring programs or leadership development programs.

IDP Instructions

**Supervisor Initiated:** (Collaborate with the Employee at each step, as appropriate.)

**Step 1:** Consider and list the employee’s job-related knowledge, skills, and abilities (KSAs) and strengths. List those tasks he or she does well and or seems to enjoy. Identify strength areas you feel the employee could enhance. Determine KSAs that are lacking or could be improved upon. Consider, too, work activities in which the employee may be interested or well-suited, yet has not had opportunity to attempt.

**Step 2:** Write down “Goals” for the employee. Goals should be SMART: specific, measurable, achievable, realistic, and time-bound. Goals can describe a job title employee would like to hold, responsibilities you want them to gain, or certifications they could attain. Sort the goals according to the timeframe in which you anticipate they should be achieved. As a guide, goals associated with the current position are short term goals, while those that prepare an employee for future assignments are mid-term or longer term goals.

**Step 3:** List the KSAs the employee must acquire to achieve the goals. Classification guides for current and desired positions are one place to start. These desired or necessary KSAs are the basis for your developmental “Needs.”

**Step 4:** List “Activities” that will enable the employee to develop KSAs to attain the goals. Activities may include formal training, job shadowing, or special assignments that require prior approval. Activities that are within the employee’s control include reading books and articles, taking a college class or training courses, performing volunteer work, and involvement in professional, fraternal, or service organizations.

**Step 5:** List time, cost, or other support “Resources” necessary for the developmental activities.

**Step 6:** Set target “Start” and “End” dates for the planned developmental activities.

**Step 7:** Review the IDP with the employee. Make adjustments as necessary. You and your employee should each keep a copy of the IDP and evaluate progress periodically.

**Employee Initiated:** (Consultation with the Supervisor is beneficial, if not necessary, at each step.)

**Step 1:** Consider and list your job-related knowledge, skills, and abilities (KSAs) and strengths. Also list those tasks you do well and those you enjoy most. Identify strength areas you feel you could enhance. Determine KSAs you are lacking or could improve. Consider, too, work activities in which you are interested, but have not had opportunity to attempt.

**Step 2:** Write down your “Goals.” Goals should be SMART: specific, measurable, achievable, realistic, and time-bound. Your goals can describe a job title you would like to hold, responsibilities you would like to earn, salary you would like to reach, or certifications you would like to attain. Sort your goals according to the timeframe you hope to achieve them. As a guide, goals associated with your current position are short term goals, while those that prepare you for future assignments are mid-term or longer term goals.

**Step 3:** List the KSAs you must acquire to achieve your goals. Classification guides for current and desired positions are one place to start. These desired or necessary KSAs are the basis for your developmental “Needs.”

**Step 4:** List “Activities” that will enable you to develop KSAs to attain your goals. Activities may include formal training, job shadowing, or special assignments that require prior approval. Activities that are within your control include reading books and articles, taking a college class or training courses, performing volunteer work, and involvement in professional, fraternal, or service organizations.

**Step 5:** List time, cost, or other support “Resources” necessary for the developmental activities.

**Step 6:** Set target “Start” and “End” dates for your planned developmental activities.

**Step 7:** Review the IDP with your supervisor. Make adjustments as necessary. You and your supervisor should each keep a copy of the IDP and evaluate your progress periodically.