Individual Development Plan
Achieving Higher Performance
Guide to Getting Started

Adapted from work done by Yale University
Individual Development Plan

IDP is a process you direct, in partnership with your supervisor, to enhance your professional growth by:

- Identifying and pursuing your personal goals for professional development
- Setting goals to learn or improve in established FS competencies you will need now or in the future
- Identifying your strengths, talents and passions and planning ways to use them in your work

As a part of your IDP, you will identify the professional goals that matter to you, determine what experiences, skills and behaviors will help you achieve those goals and then create a plan of action to achieve your goals. You will work with your supervisor to evaluate areas that have the greatest potential to enrich you, and the organization, in the short term and longer term. In this way, you and the University can succeed together.

This booklet explains your role in creating and directing your professional development and provides you with tools to create and launch your Individual Development Plan.
Ingredients for Professional Development

Where do I want to be?

What am I great at?

What is important to learn or get better at?

Competence

Organizational Needs

What does the organization need?

Passion

What do I love doing?
What energizes me?
Getting Started – A Step-By-Step Guide to the IDP Process

1. IDENTIFY Your Professional Goals and Motivations
   - What motivates and energizes you at work?
   - What kinds of opportunities do you want in the future?
   - What opportunities exist in your current role that will help you develop and grow?
   - Where do your motivations and the needs of the organization strongly align?
   - What do you want to learn and prepare for?
   - Note your goals and motivations on the IDP Conversation Tool which follows.

2. DETERMINE Your Talents/Strengths and Development Opportunities
   - What are your talents/strengths?
   - What are your passions, what do you love doing?
   - What are your areas to improve, or new areas to learn?
   - Review your recent and past reviews, any performance-related feedback you have received from your supervisor(s), co-workers, customers and others, and any self-assessments you have taken (MBTI, others) - are they consistent with your assessment of your talents, strengths & development needs?
   - Note your talents/strengths and development opportunities on the IDP Conversation Tool.

3. PLAN Your IDP Objectives and Action Steps
   - Considering your current career situation and future aspirations, where should you focus your development? What will your objectives be for this IDP?
   - Will your IDP include building capabilities, preparing for new opportunities, both?
   - Which of your strengths/talents will you use more often, or expand?
   - What development opportunities are important for you to focus on?
   - What action steps will you take to achieve your IDP?
   - Note your ideas for development activities on the IDP Conversation Tool.

4. MEET With Your Supervisor
   - Schedule a one hour meeting with your supervisor to discuss your draft IDP.
   - You will be responsible for running the meeting with your supervisor.
   - Prepare by reading through the “Meet with Your Supervisor” section of this guide.
   - Bring the notes you created in Step 3 to the meeting.
   - Meet with your supervisor to discuss and refine your individual development plan.

5. ACT On Your Plan
   - Complete the IDP form to finalize your plan and give a copy to your supervisor.
   - Plan your IDP deadlines into your calendar.
   - Partner with your supervisor to make the plan work.
   - Schedule quarterly follow up meetings to check on your progress.
   - Act on the plan and assume ownership.
### IDP CONVERSATION TOOL

<table>
<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Where I see myself in the future</strong> <em>(my career and/or professional growth goals)</em></td>
<td><strong>Where you see this employee in the future</strong> <em>(growing in current job or taking on new responsibilities)</em></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What I see as my strengths and talents</strong></td>
<td><strong>What you see as this employee’s strengths and talents</strong></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>What I see as my development opportunities</strong></td>
<td><strong>What you see as this employee’s development opportunities</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>What I see as possible development actions for me</strong></td>
<td><strong>What you see as possible development actions for this employee</strong></td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Development Plan I will commit to and you will support for this year</strong></td>
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Meet With Your Supervisor

The IDP Meeting

Individual Development Planning is a partnership, a joint effort, led by the employee and supported by the supervisor. The plan begins to come alive during the IDP meeting. In this meeting the employee and supervisor discuss and refine the ideas they have prepared before the meeting, and talk about development within the current job, and possibilities for future career development.

The output from the discussion is a refined IDP with goals and activities spelled out that will allow the employee to grow in directions of interest, while contributing to the needs of the organization. Together, the employee and supervisor create a plan the employee can act on and the supervisor can support.

The process for getting ready and having the meeting is described below.

Employee Role

Prepare for the meeting
- Review your most recent conversation and goals with your supervisor for this review year. Think about what skills are needed for your current work and future positions, along with your interests and organizational needs.
- Make notes in the employee sections of the IDP Conversation Tool, and bring it to your meeting.
- Prepare to actively participate the discussion – this is your development plan.
- Use the meeting steps in the next section to plan and stay on track during the meeting.

Meet
- Your role is to talk about your thoughts for each section of the IDP Conversation Tool, and share how you arrived at your ideas.
- Discuss with your supervisor his or her perspective as you move through each section and come to agreement about what will be incorporated into the plan.
- Set a time to get the refined IDP back to your supervisor and calendar a time for your first check in.

Supervisor Role

Prepare for the meeting
- Review the employee’s most recent performance evaluation or IDP and goals.
- Think about resources and opportunities that might provide development for your employee.
- Think about how your employee’s talents and strengths can be best utilized.
- Make notes in the supervisor sections on the IDP Conversation Tool and bring your ideas to the meeting.
- Your employee will use the meeting steps in the next section to walk you through their ideas and goals for professional development.

Meet
- Your role is to help the employee think through the plan based on the department’s direction and goals, the University’s goals and the employee’s skills.
- Make sure you’re clear about what will be included in the refined IDP, and how you will support it.
- Be prepared for the first check-in with your employee.
Act On Your Plan

Employee Role

Follow-up on the plan

- Send your supervisor a copy of the finalized plan.
- Act on the plan. Implement the plan – this is your career, your future and only you can take the steps required to develop and grow your skills and capabilities.
- Hold to your scheduled meetings with your supervisor to track progress and make adjustments as necessary.

Supervisor Role

Follow-up on the plan

- Help your employee secure resources or opportunities to accomplish their goals (training, new assignments, people to contact).
- Check-in informally on a regular basis to find out how much progress has been made.
- Hold to your scheduled meetings with your employee to track progress and coach as necessary.

IDP Quick Tool - Development Activities

Potential Development Activities

Most people learn most effectively and sustainably by doing. Research indicates that activities most likely to be effective to develop people have many of these qualities:

1. They target building on strengths, or developing skills, that have been selected based on accurate self-assessment combined with candid feedback from as wide a range of sources and relevant perspectives as possible.
2. They provide an opportunity to engage in real work activities that are challenging, visible and have some risk, but also have support to allow for acceptance of mistakes as skills and competencies are learned.
3. They are not limited to one or two types of “good” development activities, but can be drawn from a variety of types of activities – as long as they do not target too many different skills or abilities at once, and are practical and doable.
4. They resonate with the individual who owns the IDP, so the individual knows these are the right areas to target, and genuinely cares about developing them.

Work related activities do not generally offer development in only one skill or competency area. This means you will bring your focus area to the activity to make sure you use it well to provide the growth you are looking for. For example, skills of organizing a group, speaking effectively and motivationally, engaging diverse individuals in an activity, problem solving, innovating, etc., could all be potential target areas within some of the activities below. Different people will use these activities differently to target the areas that matter to them.

The following is a “Short List” (not by any means all inclusive) of activities that can be used to target specific competencies for development.
“Short List” of Potential Development Activities

1. Participate in a Lean Launch
2. Lead a presentation of your Lean board for visiting leadership
3. Present at or lead a meeting(s) you do not normally run.
4. Take on a significant role for a task/project/activity that crosses departmental boundaries.
5. Put yourself in someone else’s shoes (shadow, or job swap for a predetermined time).
6. Mentor someone in the organization.
7. Volunteer, and take a lead role.
8. Join a professional organization, and sign up for a committee of interest, or role on the board.
9. Network to meet at least 6 new people at FS or UW.
10. Do an information interview(s) with someone(s) whose role interests you, and discuss what you learned with your supervisor.
11. Serve as coordinator of a search/interviewing team for a position your group is looking to hire into, and fulfill the role of key liaison with HR for this position opening.
12. Build a business case for a change in your department, and present it to your supervisor.
13. Sign up to take part in a UW community event or activity (FS Day of Service, United Way, Sustainability, etc.)
14. Do research on a topic that interests you and is related to your department, or FS, or UW and present your findings at a staff meeting, or to your supervisor.
15. Create a process map for a service you provide to your customer groups, and analyze it for potential improvements.
16. Form and lead a team to improve hand-offs between your department and one of your customer groups or departments.
17. Teach someone a skill or area of expertise you possess.
18. Become a member of a UW community group (e.g. UW Distinguished Staff Award, UW Combined Fund Drive) and take on a leadership role in the group.
Individual Development Plan

Name: ________________________________ Date: ____________________

Professional Goals/Motivations

What are my professional growth and career aspirations?
How do I think these aspirations can best be met at Facilities Services?

Talents or Strengths to Use More (3-5)
What are my talents and strengths?

Development Opportunities (1-2)
What knowledge or skills do I need to enhance?

Focused IDP Objectives and Action Steps

What development goals do I have for the next 12 months? The next five years?
What specific actions can I take to achieve these goals?

Next Review Meeting Date: _________________