

# Individual Development Plan (IDP) Template

Template to identify and document career development and personal wellbeing objectives

## Steps to Success: Creating a meaningful Individual Development Plan (IDP)

An **Individual Development Plan (IDP)** is a written plan that outlines the specific career development and/or personal [Wellbeing](#) goals you plan to work on in the coming 6-12 months. There are five steps in the Individual Development Planning (IDP) process, as outlined in the visual below. If you follow the steps in this template and dedicate time to this process, you will walk away with an actionable IDP that will help you drive your career and personal success. If you would like more information and guidance as you complete this template, please review the **Individual Development Plan (IDP) Guide** found under the [Career Tools](#) on the Learn & Grow page.



**Reflect:** The first step in the IDP process is to reflect on your goals, motivators, values, interests, strengths, and development opportunities. Consider the questions provided and enter your reflections into the template below. For additional questions to prompt reflection, review the **Reflect** section of the **Individual Development Plan (IDP) Guide** on the Learn & Grow page.

### Career goals & aspirations

- Short-term: What do I want to achieve in 6-12 months?
- Long-term: What do I want to achieve in 1-5 years?

<p><b>Strengths &amp; motivators</b></p> <ul style="list-style-type: none"> <li>• What are my 3-5 key strengths (things I'm good at) that I leverage in my work?</li> <li>• What motivates me?</li> <li>• When I am feeling 100% engaged / excited at work, what am I doing?</li> </ul>	
<p><b>Learning goals</b></p> <ul style="list-style-type: none"> <li>• What do I need to learn or experience to get me closer to achieving my career goals?</li> <li>• What areas of higher education am I most interested in experiencing / learning more about?</li> <li>• What departments within Baylor would I like to learn more about?</li> </ul>	
<p><b>Development opportunities</b></p> <ul style="list-style-type: none"> <li>• Which tasks, skills, or projects do I find the most challenging?</li> <li>• What have my leaders and/or colleagues shared are my development opportunities?</li> <li>• What technical or professional (e.g., communication, decision-making, time management, etc.) skills and abilities would make me more successful?</li> <li>• What leadership skills and abilities (e.g. coaching &amp; performance management, conflict management, motivating others, strategic vision, etc.) would make me more successful?</li> </ul>	

**Explore:** The next step is to further explore the potential career steps, paths, and opportunities that align with the career goals, motivators, values, interests, and strengths you identified during the self-reflection phase. Consider the questions provided and enter your reflections into the template below. For additional questions to prompt reflection, review the *Explore* section in the *Individual Development Plan (IDP) Guide* on the Learn & Grow page.

<p><b>Talk to others to learn more about jobs, roles, departments, and projects that interest you.</b></p> <ul style="list-style-type: none"> <li>• What do you like / dislike about your role?</li> <li>• What knowledge, skills, and abilities are needed to be successful in your role?</li> <li>• Tell me about your career journey - how did you get into the role you are doing now?</li> </ul>	
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**Plan:** Create your **Individual Development Plan (IDP)**. Now that you have reflected and explored, it's time to create your IDP, which will contain one to three *Career* or *Professional* development objectives you plan to work on in the next 6-12 months. Review the *Plan and Sample IDP* sections in the *Individual Development Plan (IDP) Guide* on the Learn & Grow page for tips on how to create a meaningful IDP, including writing SMART goals and applying the 70-20-10 framework. An additional template is provided at the end for other personal growth or wellbeing objectives.

**Name:**

**Date:**

**OBJECTIVE 1 TOPIC:**

**Objective** – what I hope to achieve & by when:

**By** \_\_\_\_\_, **I will:**

**Action** – what I will do to achieve my objective:

**To meet my objective, I will take the following actions:**

**Measurement** – how I will know I've met my objective:

**I will measure success by:**

**OBJECTIVE 2 TOPIC:**

**Objective** – what I hope to achieve & by when:

**By** \_\_\_\_\_, **I will:**

**Action** – what I will do to achieve my objective:

**To meet my objective, I will take the following actions:**

**Measurement** – how I will know I've met my objective:

**I will measure success by:**

**OBJECTIVE 3 TOPIC:**

**Objective** – what I hope to achieve & by when:

**By** \_\_\_\_\_, **I will:**

**Action** – what I will do to achieve my objective:

**To meet my objective, I will take the following actions:**

**Measurement** – how I will know I've met my objective:

**I will measure success by:**

**Execute:** Now that you have identified your career development and personal development goals, follow these steps to **execute** your IDP. Review the **Execute** section in the **Individual Development Plan (IDP) Guide** on the Learn & Grow page for more details about each of these execution steps.

Document your **career** and **professional** development objectives on your **Goal Center** in Ignite. Click [here](#) for Ignite training and work instructions.

Prioritize your development.

Plan for success

**Measure progress & re-evaluate:** The final step is to regularly **measure** how you are doing and **re-evaluate** your plan. Review the **Measure progress & re-evaluate** section in the **Individual Development Plan (IDP) Guide** on Learn & Grow page for more details.

Keep your IDP fluid. Update your development goals in Ignite throughout the year.

Check in with your manager regularly.

Seek and receive feedback.

## Questions?

If you have questions about creating your Individual Development Plan (IDP), please contact your manager or HR Consultant.

**Wellbeing IDP:** Use this additional template to capture personal growth or Wellbeing goals. Capture one to three development objectives related to your physical, financial, spiritual, and/or mental wellbeing growth. These are **NOT** expected to be discussed with your manager nor documented in Ignite, but rather are documented here for your own reflection and growth. For additional details, review the **NOTE: Discussing and Documenting Wellbeing Goals** in the **Plan** section of the **Individual Development Plan (IDP) Guide** on the Learn & Grow page.

**Name:**

**Date:**

**OBJECTIVE 1 TOPIC:**

**Objective** – what I hope to achieve & by when:

**By** \_\_\_\_\_, I will:

**Action** – what I will do to achieve my objective:

**To meet my objective, I will take the following actions:**

**Measurement** – how I will know I've met my objective:

**I will measure success by:**

**OBJECTIVE 2 TOPIC:**

**Objective** – what I hope to achieve & by when:

**By** \_\_\_\_\_, I will:

**Action** – what I will do to achieve my objective:

**To meet my objective, I will take the following actions:**

**Measurement** – how I will know I've met my objective:

**I will measure success by:**

**OBJECTIVE 2 TOPIC:**

**Objective** – what I hope to achieve & by when:

**By** \_\_\_\_\_, I will:

**Action** – what I will do to achieve my objective:

**To meet my objective, I will take the following actions:**

**Measurement** – how I will know I've met my objective:

**I will measure success by:**