Individual Development Plan

Employee _____ **Current role** _____

Manager / mentor _____ **Plan period** _____

1. Career goals

Short term (1 year) _____

Long term (3–5 years) _____

2. Strengths to build on

3. Skills to develop

Skill or competency	Current level (1–5)	Target level (1–5)	Why it matters for my goals

4. Development actions

Action	Type (course / project / mentoring / reading)	Resources or support needed	Target date	Status

Tip: aim for a 70-20-10 mix: about 70% learning on the job, 20% learning from others and 10% formal training.

5. How progress will be measured

6. Check-in dates

Check-in 1 _____ **Check-in 2** _____ **Final review** _____

Employee

Name: Date:

Manager

Name: Date: