

## What is an Individual Development Plan (IDP)?

An individual development plan (IDP) is an individually-tailored action plan that assists in developing specific knowledge, skills, and abilities needed to improve performance in an employee's current or future position. An IDP is an employee-owned, manager-supported career development tool that is reviewed and revised on a quarterly basis.

## The Benefits of Individual Development Plans

Creating an individual development plan can:

- Identify strengths and areas for development.
- Empower employees to take accountability and responsibility over their career path.
- Help you gain a better understanding of your employees' professional goals, strengths, and development needs.
- Help your practice identify where gaps exist within the team.
- Focus your training and development efforts.

## Individual Development Planning Process

1. Meet with each employee to explain what an individual development plan is, the individual development planning process, and provide the IDP Prewrite and Template (pages 2-6) to each employee.
2. After this introductory meeting, employees should complete the IDP Prewrite and Template on pages 2-6.
3. Schedule a follow-up meeting (within 1-4 weeks of the introductory meeting) with each employee to discuss and provide feedback on their IDP.
4. Continue to meet with each employee on a regular basis (quarterly is recommended) to review their IDPs. Actively support employees' growth through training, development, and experiential opportunities.
5. Employees are responsible for updating and revising their IDPs as needed.

# Individual Development Plan Template

## Individual Development Plan - Prework

Completing your Individual Development Plan (IDP) is an excellent step to taking control of your career path. An IDP is an individually-tailored action plan, created by you, that will assist in your professional growth and development. Before completing your IDP, it is important to take time to reflect on your career goals.

### Reflection Questions

- What are you passionate about at work?

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- What talents or skills do you think are your greatest assets?

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- What areas or skills would you improve?

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# Individual Development Plan Template

## Brainstorm Your Career Goals

After reflecting on your professional passions, strengths, and areas for growth, you can begin to brainstorm your career goals. Two types of goals that you can think about are achievement goals and development goals. Obtaining a certification, degree, or new role/position are examples of achievement goals. Development goals focus on skills, behaviors, or abilities you would like to improve.

When you write a goal, describe what you want to achieve or develop and why it is important to you. This is your vision of your success; make it compelling, motivating, and something you really want to accomplish!

Once you have brainstormed an exhaustive list of achievement and development goals, look at your entire list. Choose 1-3 goals that you want to use in your IDP Template on page 5.

<b>Achievement Goals</b> Something you want to obtain	<b>Development Goals</b> Something you want to get better at doing
<b>Goal 1:</b> _____ _____ _____ _____	<b>Goal 1:</b> _____ _____ _____ _____
<b>Goal 2:</b> _____ _____ _____ _____	<b>Goal 2:</b> _____ _____ _____ _____
<b>Goal 3:</b> _____ _____ _____ _____	<b>Goal 3:</b> _____ _____ _____ _____

# Individual Development Plan Template

## Sample Activities to Achieve Your Goals

After choosing the goals to include in your IDP, think about the actions and activities that you will need to do to achieve those goals. Below is a list of activities that may be helpful.

### Sample Learning and Development Activities

Experience	Interactions	Training
<ul style="list-style-type: none"><li>• Job Shadowing (observe an experienced employee)</li><li>• Job Rotation (rotate through several jobs at fixed intervals)</li><li>• Cross Training (train to learn various roles within a department)</li><li>• Temporary Assignment (short-term move within a department)</li><li>• Cross Functional Assignment (short-term move outside of a department)</li><li>• Job Enrichment (expand job scope or responsibilities)</li></ul>	<ul style="list-style-type: none"><li>• Feedback (through managers or peers)</li><li>• Coaching</li><li>• Mentoring</li><li>• Networking Activities</li><li>• Professional Groups and Organizations</li></ul>	<ul style="list-style-type: none"><li>• Professional Conferences</li><li>• Offsite Training</li><li>• Certificate Programs</li><li>• Degree Programs</li><li>• Self-study (books, CDs, online resources)</li><li>• E-learning</li></ul>

# Individual Development Plan Template

## Individual Development Plan Template

Complete the IDP Template below using the goals that you selected on page 3. Use the IDP Sample on page 6 as a guide.

<b>Goal 1:</b> _____ _____		
<b>Actions:</b> 1. _____ 2. _____ 3. _____	<b>Timeframe:</b> 1. _____ 2. _____ 3. _____	<b>Resources Needed:</b> 1. _____ 2. _____ 3. _____
<b>Goal 2:</b> _____ _____		
<b>Actions:</b> 1. _____ 2. _____ 3. _____	<b>Timeframe:</b> 1. _____ 2. _____ 3. _____	<b>Resources Needed:</b> 1. _____ 2. _____ 3. _____
<b>Goal 3:</b> _____ _____		
<b>Actions:</b> 1. _____ 2. _____ 3. _____	<b>Timeframe:</b> 1. _____ 2. _____ 3. _____	<b>Resources Needed:</b> 1. _____ 2. _____ 3. _____

# Individual Development Plan Template

## Individual Development Plan – Sample

<p><b>Goal 1:</b></p> <p>To improve my client communication abilities so I can feel less anxious and more confident when I am required to have conversations with clients that feel uncomfortable to me.</p>		
<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Complete Aspire online course, “Mastering Difficult Client Conversations”</li> <li>2. Perform role play exercises with team members so I can practice conversations until I can have them easily and with less stress</li> <li>3. Read four articles or books on client communication</li> </ol>	<p><b>Timeframe:</b></p> <ol style="list-style-type: none"> <li>1. September 2019</li> <li>2. April 2020</li> <li>3. February 2020</li> </ol>	<p><b>Resources Needed:</b></p> <ol style="list-style-type: none"> <li>1. Access to the Aspire online course, “Mastering Difficult Client Conversations”</li> <li>2. Team member support and availability for ongoing role play exercises</li> <li>3. Online veterinary magazines, journals, or books</li> </ol>
<p><b>Goal 2</b></p> <p>To learn about patient nutrition so I can continue to fulfill my interest in physiology, science, and the role nutrition plays in patient care.</p>		
<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Attend CE sessions on animal nutrition and veterinary nutrition (clinical or research based)</li> <li>2. Set up time to talk to pet food manufacturer representatives to learn about available products</li> <li>3. Shadow board-certified nutritionist or veterinarian with special interest in nutrition</li> <li>4. Obtain certification in the field of animal nutrition by the Academy of Veterinary Nutrition Technicians</li> <li>5. Join American Academy of Veterinary Nutrition</li> </ol>	<p><b>Timeframe:</b></p> <ol style="list-style-type: none"> <li>1. March 2020</li> <li>2. May 2019</li> <li>3. September 2020</li> <li>4. March 2021</li> <li>5. May 2019</li> </ol>	<p><b>Resources Needed:</b></p> <ol style="list-style-type: none"> <li>1. CE sessions online and/or at yearly veterinary conference</li> <li>2. Product guides from different food manufacturers and representative availability</li> <li>3. Mentor</li> <li>4. Guidelines for certification requirements from the Academy of Veterinary Nutrition Technicians</li> <li>5. American Academy of Veterinary Nutrition membership application</li> </ol>