

Individual Development Plan Worksheet

Each employee defines career success differently, and there are numerous paths to meet individual professional goals. It is important to distinguish between goals and career aspirations, and to set realistic expectations. The questions and statements on the following pages are intended to promote thought that assists with strategic goal management and clarity for long term career development. This worksheet is to be used in tandem with the Individual Development Plan to identify and prioritize areas of employee interest, direction of future career pursuits, and how emerging technology and organizational needs can be aligned with personal and professional goals. Completion of this worksheet is optional.

CURRENT CAREER FACTORS

How much time and effort you need to spend at any one step in the process depends on your career factors. It is important to be clear about these, so that you can develop an effective strategy for dealing with them. Career issues cover a broad spectrum, ranging from getting up to speed in a new job, to making a major career field change, or planning your retirement. Which statements are relevant for you now?

- You are new in your job and must learn the basics to get up to speed and feel comfortable.
- You have been in your job for a while and are striving for increased competence, in general.
- You need to improve your performance in certain areas of your current job.
- You need to update your expertise to keep up with changing technologies or state-of-the-art knowledge.
- Your job duties have changed recently (or will change), requiring some new skills or expertise on your part.
- You want to prepare for a promotion or move to the next higher level of responsibility.
- You want to broaden your skills or expertise to allow yourself more flexibility for future job move
- You don't see much of a future if you remain in your current job, but aren't sure of your options.
- You are content in your position and just want to be a good scientist and attend occasional training.
- You want to plan your retirement.
- Other

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1. KNOWLEDGE OF WORK ENVIRONMENT

Answer the following questions to identify what is currently going on around you and your organization. What changes do you expect to occur in the near future?

1. How is the mission of my organization (e.g., bureau, office, company or division) changing? What other changes are occurring regarding our customers, services, work processes, organizational structure, reporting relationships and personnel?
2. What are the organization's changing needs regarding the workforce and what new expertise and skills will be required or desirable?
3. How might my role (job) change in my organization? How can I prepare for or develop new skills for these changes?
4. New skills my organization want me to learn include...
5. What opportunities are available for developing this new expertise and skills (work experiences, training, rotational assignments, professional conferences, mentoring, etc.)?
6. What new missions or projects in my organization appeal to me?
7. What kinds of developmental activities would help position me for participation in another work project?

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2. KNOWLEDGE OF SELF

To gain a better understanding of yourself, answer the following questions:

1. Of the new and recent developments in my organization or field, what interests me the most?
2. What are my current strengths for pursuing these interests? Do I need to reposition? What do I need to do to reposition my career so that I can get involved in these new developments?
3. Of all the things I have done in the last 5 years (work and non-work related), what specific activities and functions have energized me the most? What developmental activities—work experiences, learning, skill building--would help me grow in or increase these energizing functions?
4. Other things I would like to learn are...
5. What non-work related issues do I need to consider that will likely impact my career plans (e.g., health, family, financial, and social)?

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3. INTEGRATION OF KNOWLEDGE OF SELF AND WORK ENVIRONMENT

To address the match between you and your career goals and organizational needs, answer the following questions:

1. In what areas do my interests and personal plans overlap with the changing needs of my organization? (Any areas of overlap represent “first choice” developmental targets.)
2. What knowledge, skills or abilities are important for increasing or maintaining the quality of my performance in my present assignments?
3. What knowledge, skills or abilities would help prepare me for opportunities or roles I might have in the future?
4. Compared to the developmental needs suggested by these factors, other interests for development that are important to me include...

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4. GOAL DEVELOPMENT

A developmental goal is a statement of a desired outcome or accomplishment that is specific, observable and realistic. Based on the data you have generated about yourself on the previous worksheets and your specific career factors, write some career goals for the next 1, 2 and 3 years and answer the following questions. You can use the list of competencies on the IDP dropdowns for assistance.

1. What I want to accomplish and the competencies (knowledge/skills) I want to acquire or improve by this time next year are...
2. What I want to accomplish and the competencies (knowledge/skills) I want to acquire or improve by the end of the second year are...
3. What I want to accomplish and the competencies (knowledge/skills) I want to acquire or accomplish by the end of the third year are...
4. What barriers or obstacles might prevent me from accomplishing my goals on time (e.g., time, money, and other commitments)?
5. What can I do to overcome these barriers or obstacles? What resources are available to help me?