



BOISE STATE UNIVERSITY Individual Development Plan

An individual development plan (IDP) is a tool used to assist employees in their career and personal development. It focuses on enhancing employee knowledge, skills, and abilities by thinking through and mapping out professional and personal development interests and defining competencies. An IDP is not part of your performance evaluation.

An IDP can serve as an individual reflection tool, or as a collaboration between employee and supervisor or coach.

It involves preparation, execution and developing realistic SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals. Completing an IDP should be an engaging effort and can be a meaningful collaboration between you and your supervisor.

Big Picture:

Use the following steps to help guide the IDP process:

1. Identify professional goals, motivations and aspirations.
2. Assess current strengths and talents.
3. Plan objectives and action items.
4. Put action behind the plan.
5. Employee and supervisor meet regularly to discuss and refine the plan, if applicable.



BOISE STATE UNIVERSITY INDIVIDUAL DEVELOPMENT PLAN

Employee Name:

Date:

Supervisor Name:

PROFESSIONAL GOALS/INTERESTS

Where I see myself in the future (personal, professional growth and career aspirations). How can these aspirations best be met at Boise State University?

TALENTS OR STRENGTHS TO USE MORE

What I see are my talents, skills, and strengths. If I've taken any self-assessments (DISC, MBTI, Strengths Finder, etc.) - what are those results?

DEVELOPMENT OPPORTUNITIES

What do I see as my development opportunities, knowledge, skills or experiences I need to enhance?

TALENTS OR STRENGTHS TO USE MORE

What I see are my talents, skills, and strengths. If I've taken any self-assessments (DISC, MBTI, Strengths Finder, etc.) - what are those results?

FOLLOW-UP IDP MEETING DATE:

Meet With Your Supervisor - The IDP Meeting

Individual Development Planning can be beneficial as a joint partnership, led by the employee and supported by the supervisor. In your first IDP meeting, you and your supervisor can work together to refine your ideas and discuss opportunities within your current job, while keeping in mind possibilities for future career development.

The output from this discussion is a refined IDP with goals and activities mapped toward your interests and the needs of the organization. Together, you and your supervisor will create a plan that is realistic and attainable for you to act upon and for your supervisor to support. IDP Meeting Process - Employee's Role

<p>Prepare for the Meeting Identify your professional goals, motivations and aspirations.</p> <ul style="list-style-type: none">● Review past performance appraisals and goals for the year. Think about what skills are needed for your current work and future positions, along with your interests and the University's needs.● What motivates and energizes you at work?● What kind of opportunities do you want in your future?● What opportunities exist in your current role that will help you develop and grow?● Where do your motivations and needs of the organization align?● What do you want to learn? Prepare for? <p>Assess your current strengths and talents</p> <ul style="list-style-type: none">● 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 and any performance-related feedback you have received from your supervisor(s), co-workers, clients and others.● Are any self-assessments you have taken (DISC, MBTI, StrengthsFinder, etc.) consistent with your assessment of your talents, strengths, and	<p>Preparation Notes:</p>
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<p>development needs?</p> <p>Identify Development Opportunities</p> <ul style="list-style-type: none"> ● Consider your current career situation and future aspirations, where should you focus your development? ● Which of your strengths/talents will you use more often or expand? ● Plan your focussed IDP objectives and action items. ● What developmental opportunities and objectives are important for you to focus on? ● What SMART action steps will you take to achieve your goals? 	
<p>The Meeting</p> <ul style="list-style-type: none"> ● Schedule a meeting with your supervisor to discuss and refine individual development plan. ● Prepare to lead to discussion - this is your development plan. "I would like to talk about ideas for my development and get your feedback so that we can agree on some next steps." ● Provide an overview of your thoughts from each section of the IDP and share how you arrived at these ideas. ● Ask and Listen - Invite your supervisor to share his/her perspective on each section as you move through. Listen carefully to understand his/her perspective and reactions. ● DEcide with your supervisor for his/her support and set a follow-up time when you will meet to check-in on progress. 	<p>Meeting Notes:</p>
<p>Follow-Up: Act On Your Plan</p> <ul style="list-style-type: none"> ● Complete an IDP form and share a copy with your supervisor. ● Plan your IDP deadlines into your calendar. Track progress and adjust as necessary. ● Partner with your supervisor to make the plan work. ● Schedule follow-up meetings to check on your progress. ● Act on the plan and assume ownership for your career and your future. Only you can take the steps required to develop and grow your 	<p>Follow-Up Notes:</p>

skills and capabilities.	
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