**INDIVIDUAL DEVELOPMENT PLAN TEMPLATE**

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| --- | --- | --- | --- |
| **Employee Name** |  | **Department** |  |
| **Employee Title** |  | **Today’s Date** |  |

|  |  |
| --- | --- |
| STRENGTHS What do you do well? | DEVELOPMENTWhere do you want to improve? |
| 1. |  | 1.  |  |
| 2.  |  | 2. |  |
| 3.  |  | 3. |  |

|  |  |  |
| --- | --- | --- |
| GOALSWhat specific areas do you want to develop?  | ACTIONSWhat will you do to accomplish this goal?  | TIMEFRAMEWhat is the deadline? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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| OTHER ASPIRATIONS What else do you see yourself doing at the College? |
| 1. |  |
| 2. |  |
| 3. |  |