**INDIVIDUAL DEVELOPMENT PLAN TEMPLATE**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| GOALS What specific areas do you want to develop? | | ACTIONS What will you do to accomplish this goal? | TIMEFRAME What 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. |  |