NON-SUPERVISORY EXAMPLE   # INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employee Name: John Thompson

Period From: 1/2017   **To:** 1/2018

CRITICAL BEHAVIORS /GOALS	CONTRIBUTION TO ORGANIZATION	DEVELOPMENTAL ACTIVITIES/ACTION STEPS (assignments, coaching, formal training)	MANAGERS ROLE (or involvement of others, if applicable)	MEASURES	TARGET DATES/ MILESTONES	RESULTS (manager and /or employee comments)
What do I want? What do I need to learn? What specific behaviors do I need to model or exhibit in this competency or skill?	How does this help the college or department meet its needs?	What steps will I take to achieve this? Remember to use SMART goals.	What resources or support will I need? Potential costs involved?	What will my success criteria be?	What is my target completion date?	How have I succeeded in adapting my behavior or learning new skills?
Goal 1 (Long Term): Deliver better presentations and improve public speaking skills.	Display more confidence about my unit's products and services to the public. This will also enhance my level of professionalism.	Read the book Develop Your Presentation Skills: Because You Only Have One Chance to Make a First Impression. Additionally, attend a local Toastmasters meeting.	Seek out opportunities and show support. Provide time to practice their skills and improve confidence.	Read the book and apply learned skills toward presenting. Ask for feedback from trusted peers on delivery.	6/2018	Long-term goal in progress.
Goal 2: Learn more about customer service.	Learning about customer service will help me relate better with my customers.	Attend the course How to Excel at Customer Service.	Approval to attend the course on 6/8/17 at 1:30 p.m. Ensure area/duties are covered in order for me to attend.	Successful course completion on the time/date specified. Provide a verbal report at the next departmental staff meeting.	10/1/2017	Attending the course has helped me relate better to both my internal and external customers.
Goal 3:						
Goal 4:						

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