

INDIVIDUAL DEVELOPMENT PLAN
(SEE REVERSE SIDE FOR COMPLETION INSTRUCTIONS)

PART I - EMPLOYEE DATA	
Employee	Organizational Location
Position Title	Series/Grade

PART II - CAREER GOALS	
Goals for Current Position:	Goals for Future Positions (Optional):

Note: Agency funding of the development activities listed in the plan is dependent on agency mission, workload and budget constraints.

PART III - DEVELOPMENT NEEDED				
Development Needs: (Knowledge, skills or abilities to be acquired or developed)	Departmental Activities (Classroom training, self study, or on-the-job training)	Planned Completion Dates	Actual Completion Dates	Estimated Cost

PART IV - SIGNATURES/INITIALS					
Original IDP Supervisor Signature	Date:	IDP Update Supervisor Initials	Date:	IDP Update Supervisor Initials	Date:
Employee Signature:	Date:	Employee Initials:	Date:	Employee Initials:	Date: