

NOTE: Object Help contains completion instructions.

INDIVIDUAL DEVELOPMENT PLAN

1. EMPLOYEE'S NAME <i>(Last, first, initial)</i>	4. DESCRIPTION OF WORK ASSIGNMENTS	
2. CURRENT POSITION TITLE	A. Current Performance Elements Identified for Development/Training	
3. ORGANIZATION NAME AND LOCATION	B. Projected/Potential Assignments	
5. Performance Related Knowledge, Skills, and Abilities	6. Development Work Experiences <i>(On-the-job assignments, Self development)</i>	7. Formal Training <i>(Courses, Seminars)</i>
8. <input type="checkbox"/> The supervisor and employee have completed the IDP process and have determined that no training or developmental needs are indicated at this time.	9. SIGNATURE and DATE	
EMPLOYEE	SUPERVISOR	APPROVING OFFICIAL

INDIVIDUAL DEVELOPMENT PLAN *(Continuation Sheet)*

1. EMPLOYEE'S NAME <i>(Last, first, initial)</i>	2. CURRENT POSITION TITLE	3. ORGANIZATION NAME AND LOCATION	
5. Performance Related Knowledge, Skills, and Abilities	6. Development Work Experiences <i>(On-the-job assignments, Self development)</i>		7. Formal Training <i>(Courses, Seminars)</i>

ADDITIONAL COMMENTS