2024 Individual Development Plan (IDP) – TeamHolowicki

Creating your Individual Development Plan (IDP)

The steps in creating a strong IDP are to:

1. Assess your current situation and your personal goals.
2. Determine your strengths and opportunities.
3. Remember that motivation is very individual, if you aren't personally motivated by your plan, make changes until you are.
4. Use a variety of activities to keep yourself engaged in your development.
5. Create SMART goals.

To help you to determine how to start building your IDP, read and reflect on each of the following sections. You can use any section as your starting point to craft your IDP.

Section 1: What is your situation?

Do your development goals fit the **current job situation/role** and the business situation?

- Does your IDP focus on development needed for your current situation (e.g., you are new in position/department, improved results are needed, there is a change in your responsibilities, etc.)?
- Do your developmental goals leverage the current business challenges of your department/restaurant & any opportunities to help you grow & learn?
- Will the development actions you create help you build or strengthen key mentoring/networking relationships or visibility?

Section 2: What are your development needs?

Is your IDP connected to your **individual development needs** and career goals?

- Are your development goals connected to your long-term career goals (Quality, Hospitality or People Department Manager, General Manager, etc.), the skills required to get you to the next level, your manager/supervisor's assessments and feedback and your overall performance feedback?
- Does your IDP focus on preparation for your next role *if* a department or job move is likely in the next 6 months-2 years?
- If you have not received significant feedback from others about your development needs or career aspirations, your plan needs to include actions to get that feedback.
- Do your development actions help you build your support network?

Section 3: Do you have the motivation?

Do you have the **motivation & support** needed to succeed?

- Are you are excited or motivated to achieve your development goals?
- Can you clearly articulate your development plan and the rationale behind it?
- Can you clearly see how achieving these goals will help you move toward your longer term career goals?
- Is your manager/supervisor supportive of your development goals and actions?
- Are the others, who will play a role in your development, committed to the specific actions you need from them? Will they help hold you accountable to your plan?
- Are there sufficient resources (time, budget, mentors. etc.) available to support your plans?

Section 4: Do you have a variety of learning & development methods?

Does your plan incorporate a **variety of learning & development methods**, emphasizing on the job activities?

- Does your IDP include multiple types of educational, experience and exposure learning methods, such as:
    - Classes, either regional, LGR/HU or outside
    - Reading books
    - Gathering feedback from others
    - Community, volunteer, or civic activities
    - Shadowing other department managers, the general manager, or supervisor
    - Mentoring (giving or receiving)
    - On the job activities, changes or rotations
- Does your IDP contain development activities that fit your learning style?

Section 5: Do you have SMART goals?

Are your development goals **SMART**?

- Specific. Your development goals are specific, clear and concrete, and have supporting action steps.
- Measurable. Your development goals include how you will measure success, or assess what has changed.
- Actionable. Your development goals are clearly spelled out, and you know how to begin.
- Relevant. Your development goals fit your career plans, business situation, and development needs.
- Time bound. Your development goals have completion dates included, and at least one IDP review and update is planned.

Once you have determined your goals, commit them to writing. ***The person you need to be most accountable to for their accomplishment is yourself!*** You will also want to review with your General Manager/Supervisor.

Tips:

- Remember, your IDP is a living document, refer back to it often, and make changes as necessary to reach your short and long term career goals
- Get feedback from others
- Don't try to take on too many activities at once. It is better to pick a few development activities and do them well, than to put more activities on your IDP than you can effectively accomplish
- ***Remember, you are in charge of your own development***