

# Individual Development Plan

Date: \_\_\_\_\_

TEAM MEMBER NAME:	LOCATION:
ROLE:	MANAGER:

## SIX MONTH GOALS

What are your career goals over the next year at this company? What role do you hope to play by the end of the year? How do you hope to be viewed by your fellow employees?

## TWO-YEAR GOALS

What are your longer-term goals? Where do you see yourself in two years? What title or role do you hope to achieve? What do you hope to achieve outside of the company?

CAPABILITIES/SKILLS			
What are the three capabilities or skills you want to build over this year?	What are the activities, projects, or training you will do to build this skill or capability you identified?	How will you measure success? What tangible outcome or metric will measure your improvement?	Who will support you in building this capability?