# Individual Development Plan

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| --- | --- |
| **Name:**  | **Date:**  |

**Professional/Development Goal**

(What do you want to achieve or be?)

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| --- |
|  |

**Benefits**

For you: What will you gain by achieving this goal?

For your division: How will it benefit the team you work with?

For the organization: Are there larger benefits for the city? What are they?

**Objectives**

*(list the steps you will take to achieve your goal; add lines as needed)*

1.

2.

3.

**Action Plan**

For each of your objectives, list out the individual action steps you will need to take to achieve it, the date by which you plan to complete that step, and the resources you will need to do so. Next, give some thought to the things that might stand in your way? What are the most likely obstacles (e.g., time, motivation, money, etc.)? What strategies can you come up with for overcoming those obstacles?

**Objective 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item** | **Completion Date** | **Resources Needed** | **Potential Obstacles** | **Plan for Overcoming Obstacles** |
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**Objective 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item** | **Completion Date** | **Resources Needed** | **Potential Obstacles** | **Plan for Overcoming Obstacles** |
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**Objective 3**

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| --- | --- | --- | --- | --- |
| **Action Item** | **Completion Date** | **Resources Needed** | **Potential Obstacles** | **Plan for Overcoming Obstacles** |
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**Measurement**

In some cases, this may be simply completion of action step(s). In others, a metric or milestone may be more appropriate. Determine what you will use to gauge your success and the date(s) you will conduct the measurement. Add rows as needed

**Objective 1**

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| --- | --- |
| **Metric/Milestone** | **Date**  |
|  |  |
|  |  |
|  |  |

**Objective 2**

|  |  |
| --- | --- |
| **Metric/Milestone** | **Date**  |
|  |  |
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**Objective 3**

|  |  |
| --- | --- |
| **Metric/Milestone** | **Date**  |
|  |  |
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