**Individual Development Plan (IDP)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor:** |  | **Date Prepared:** |  |
| **Review Period:** |  | | |

**Section 1: Current Role and Career Goals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Job Responsibilities** |  | | |
| **Short-Term Career Goals (1–2 years)** |  | **Long-Term Career Goals (3–5 years)** |  |
| **Areas of Strength** |  | **Areas for Improvement** |  |

**Section 2: Development Objectives**

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Objective** | **Desired Outcome** | **Target Date** | **Priority (High/Med/Low)** |
| Example: Improve leadership and team management skills | Lead a project team successfully | 30-Jun-2026 | High |
| Example: Strengthen Excel and data analysis skills | Create analytical reports independently | 15-Mar-2026 | Medium |

**Section 3: Development Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Resources/Support Needed** | **Responsible Party** | **Completion Date** |
| Training Course | Attend Leadership Development Workshop | Company-sponsored training | HR Dept. | 30-Jun-2026 |
| On-the-Job Learning | Lead weekly team meetings | Supervisor coaching | Employee | Ongoing |
| Mentorship | Partner with senior analyst for project review | Mentor assignment | HR Dept. | 15-Mar-2026 |
| Self-Study | Complete online Excel certification | LinkedIn Learning | Employee | 30-Apr-2026 |

**Section 4: Progress Tracking & Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Review Date** | **Progress Summary** | **Updated Goals/Comments** | **Supervisor Initials** |
|  |  |  |  |
|  |  |  |  |

**Section 5: Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Employee |  |  |  |
| Supervisor |  |  |  |
| HR Representative |  |  |  |