

Individual Development Plan

Use this worksheet to create an Individual Development Plan (IDP) for a single employee.

1. Development Area		
2. How does this impact job performance?		
3. Current Performance	4. Gap	5. Goal Performance
6. Action Plan		
Action	Resource or Help Required	Due Date

How to complete an employee development plan

Writing an employee development plan should be a collaborative process with your employee.

Step	Action
1	Determine a specific area where you want your employee to improve his or her performance (examples: teamwork, productivity, customer service).
2	Identify how this development area impacts job performance. (Caution: It isn't a good use of time to focus on development areas that won't impact the employee's current or future job performance.)
3	Describe the desired performance. What should your employee be able to do? How will you know if he or she has achieved the goal? Be specific.
4	Describe the employee's current performance. (Note: Be sure to include what the employee is already doing well, or aspects of performance that are already close to the goal.)
5	Describe the gap between current and desired performance. What knowledge would help the employee perform at the desired level? What skills or abilities would help the employee achieve the desired performance? Are there other factors that contribute to good performance?
6	Write an action plan to improve performance. If it takes more than three steps to get there, write the first three steps and then set a date to check back in on progress. You can determine the next steps when you check in.