**Individual Development Plan**

**Career Goals**

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| Name:  | Start Date:  |
| Current Position: | Manager:  |

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| **Career Goal**List four career goals (either short or long term) that you want to achieve  | **Target Date**Set a target date for when each goal will be achieved | **Plan**Describe your action plan for how you’ll achieve each goal |
| 1.2. 3. 4. | 1.2. 3. 4. | 1.2. 3. 4. |

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| **Strengths & Abilities:** Identify current strengths and abilities you posses that will help you achieve your Career Goals: |
| 1. 2. 3 4. |

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| **Areas for Development & Skills Needed:** Identify areas to be developed and the skills necessary in order to achieve Career Goals: |
| 1. 2. 3 4. |

**Individual Development Plan**

**Personal Goals**

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| Name:  | Start Date:  |
| Current Position: | Manager:  |

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| **Personal Goal**List four personal goals (either short or long term) that you want to achieve | **Target Date**Set a target date for when each goal will be achieved  | **Plan**Describe your action plan for how you’ll achieve each goal  |
| 1.2. 3. 4. | 1.2. 3. 4. | 1.2. 3. 4. |

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| **Strengths & Abilities:** Identify current strengths and abilities you posses that will help you achieve your Personal Goals: |
| 1. 2. 3 4. |

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| **Areas for Development & Skills Needed:** Identify areas to be developed and the skills necessary in order to achieve Personal Goals: |
| 1. 2. 3 4. |

**Individual Development Plan**

**Progress Check-ins**

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| **Progress Check-ins:** Describe and evaluate where you are in terms of progress towards each Career Goal and Personal Goal.  |
| **Q1 February** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4:  |
| **Q2 March**  | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4: |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4:  |

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| **Q2 April** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |
| **Q2 May** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |
| **Q2 June** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |

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| **Q3 July** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |
| **Q3 August** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |
| **Q3 September** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |
| **Q4 October** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |
| **Q4 November** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |
| **Q4 December** | Career Goal #1: Career Goal #2: Career Goal #3: Career Goal #4:  |
| Personal Goal #1: Personal Goal #2: Personal Goal #3: Personal Goal #4: |