



MEMBER INDIVIDUAL DEVELOPMENT PLAN

Name: _____ Mentor/Coach/Manager: _____

Position _____ Date: _____

Date in Current Position: _____

Section A: Career Plan	
Personal Mission Statement	

Short-Term Career Goals (1-2 years)	
Area of Interest/Position Title	Competencies/Skills/Knowledge Needed: (areas I need to develop)

Long-Term Career Goals (3-5 years)	
Area of Interest/Position Title	Competencies/Skills/Knowledge Needed: (areas I need to develop)

Revised 01/23/19



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<p>Strength to Leverage</p> <p>Select at least one strength to continue to build upon</p>	<p>Area of Focus:</p>
<p>Critical Behavior Goals</p> <p>What specific behaviors do I need to model or exhibit in this competency or skill?</p>	
<p>Developmental Activities/Action Steps</p> <p>(assignment, coaching, formal training)</p> <p>Remember SMART</p>	
<p>Manager's Role</p> <p>(or involvement of others if applicable)</p>	
<p>Target Dates/Milestones</p>	
<p>Results/Outcomes</p> <p>How have I succeeded in adapting my behavior or learning new skills? (provide examples)</p>	



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<p>Area to Develop</p> <p>Focus on areas to develop that are critical to your performance; select 1 or 2 areas to work on at one time</p>	<p>Area of Focus:</p>
<p>Critical Behavior Goals</p> <p>What specific behaviors do I need to model or exhibit in this competency or skill?</p>	
<p>Developmental Activities/Action Steps</p> <p>(assignment, coaching, formal training)</p> <p>Remember SMART</p>	
<p>Manager's Role</p> <p>(or involvement of others if applicable)</p>	
<p>Target Dates/Milestones</p>	
<p>Results/Outcomes</p> <p>How have I succeeded in adapting my behavior or learning new skills? (provide examples)</p>	



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Mentor/Coach/Manager Comments:

Next Development Plan Review Date: _____
(should be every 3-6 months)

DEVELOPMENT TIPS:

- **Prioritize** - Identify development areas that will add the greatest value and make a difference.
- **Engage in the Process Daily** - Spending even five (5) minutes a day will make development a part of your daily discipline.
- **Seek Feedback and Support** - Learn from others.
- **Face your Challenges** - Address any barriers that may keep you from your development priorities.
- **Involve Others for Accountability** - Find people who can provide specific, candid feedback on both your strengths and weaknesses.
- When setting development activities, keep in mind the **SMART** model:
 - S** Specific
 - M** Measurable
 - A** Action Oriented
 - R** Realistic
 - T** Timebound
- **Take Time to Reflect** - Ask yourself what worked and what did not work, and why.
- **Transfer Learning into Next Steps** - Regroup and focus on new goals and development activities as appropriate.