**INDIVIDUAL DEVELOPMENT PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | | **Date:** | | |
| **1. Long-Term Career Goals** | | | | |
| *What job position/role would you ultimately like to achieve in your career?* | *What skills, knowledge and behaviors will you need to develop? What experiences will you need to gain to achieve your long-term goals?* | | *Time frame for achievement* |
|  |  | |  |
| **2. Short-Term Career Goals** | | | | |
| *What is your desired NEXT position/role/area of interest?* | *What skills, knowledge and behaviors will you need to develop? What experiences will you need to gain to achieve your short-terms goals?* | | *Time frame for achievement* |
|  |  | |  |
|  |  | |  |
| **3. Next Steps** | | | | |
| *What actions will you take in the next 6 – 12 months to achieve your short-term goals?*  *(Stretch assignments, mentoring, formal training, etc.)* | | | *Target date for completion* |
|  | | |  |
|  | | |  |
|  | | |  |