

INDIVIDUAL DEVELOPMENT PLAN

[INSERT YEAR]

Employee Name	Series/Grade	Position Title	Organizational Component	Supervisor's Name

Section I - CAREER GOALS

<i>Short-Term Goals (1-2 Years)</i>	<i>Long-Term Goals (2-5 years)</i>

Section II – Previous Training

Formal Training, Developmental Assignments and Other Training Activities	Total Cost	Year Completed	

Section III– Developmental Objectives and Training Plan

Developmental Objectives	Formal Training, Developmental Assignments, and Other Activities designed to accomplish developmental objectives	Projected Cost <i>[fee + travel costs]</i>	Target Completed Date	Actual Completed Date

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<p>_____</p> <p>Employee's signature Date</p>	<p>_____</p> <p>Employees' Supervisor's signature Date</p>	<p>Note: This IDP is subject to change depending on availability of funds, courses, and candidate's requirements.</p>		
<p>_____</p> <p>Manager's signature (optional) Date</p>				