

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