EMPLOYMENT UNIVERSITY
TRAINING AND ORGANIZATION DEVELOPMENT

Individual Development Plan

Section 1 - Job Development

Typically, employees focus on developing their knowledge and skills for their current position in their first year of employment. Career development goals are then developed as the employee demonstrates competency in their current

List goals that will strengthen your knowledge or skills in your current position.

Goal: _____

Explain how you will accomplish this goal. (*Examples: New Employee Orientation, Job Specific Training, Mentoring.)*

_____

_____

Expected date for beginning/completing this goal: _____

Goal: _____

Explain how you will accomplish this goal. (*Examples: New Employee Orientation, Job Specific Training, Mentoring.)*

_____

_____

Expected date for beginning/completing this goal: _____

Section 2 - Career Development

The employee should use the following steps to create their career development goals and activities. Materials are located on EdWeb, in Forms/OHR.

1. Prepare for Developmental Planning 2. Identify Current Job Responsibilities
3. Assess Knowledge and Skills of Current Position 4. Define Goals 5. Write your IDP

The IDP should be updated, at a minimum, during the performance appraisal.

Goal: Grow professionally through educational opportunities and professional development.

Explain how you will accomplish this goal. *(Examples: class (es), cross-training, job rotation, etc.)*

_____

_____

Expected date for beginning/completing this goal: _____

Goal: _____

Explain how you will accomplish this goal. *(Examples: class(es), cross-training, job rotation, etc.)*

_____

_____

Expected date for beginning/completing this goal: Enrolled as IAWP member/Ongoing

_____ _____

Employee Signature Date Supervisor Signature

WORKSOURCE OREGON
EMPLOYMENT DEPARTMENT

cc: Employee, Supervisor - OHR