**Individual Development Plan Template**

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| Name: | | Position: | |
| Supervisor: | | Position: | |
| Short-Term Career Goals: | | Long-Term Career Goals: | |
| Achievements desired in the next three years: Examples: certifications, serve in specified role | | Achievements to be reached after three years: Examples: complete advanced degree, promotion | |
| **Developmental Objectives** | **Developmental Assignments** | **Desired Outcome** | **Proposed Dates** |
| Targeted competencies and skills to be developed | * Strategies * Classes * Activities * Cross Training * Mentoring * (List other opportunities in your organization) | Level of competency to be achieved to reach short-term and long-term goals | Deadlines for developmental assignments |

Resource: Succession Planning BASICS, 2nd Edition, Christee Gabour Atwood, page 67, 2020