

# Individual Development Plan Template

## INSTRUCTIONS

**Read and delete this section before sharing the document.**

This individual development plan template is designed to help the employee create their professional growth and development roadmap. Use it to set short- and long-term goals, identify skills gaps, detail the steps and milestones to achieving those goals, and the resources and support needed along the way. Both the employee and their supervisor should prepare for the meeting by outlining potential career paths for the employee and providing an overview of what they need to do to get there.

Employee name		Department	
Job title		Supervisor	

## Goals to achieve

*List the short- and long-term professional goals you'd like to achieve in the next three to 12 months.*

Short-term goals	
Long-term goals	

## Competencies and skills

*List your current relevant skills and identify the skills you need to develop to achieve your goals.*

Goal	Current skills	Future skills

## Actionable steps and resources

*Outline the actions, steps and resources you'll need to achieve your goals.*


### Success criteria

List the criteria for successful achievement of each goal; use concrete targets and measurable indicators.


### Milestones and progress

Set clear milestones for each goal to evaluate your progress in toward achieving it.


### Timeline

Set a realistic date or timeframe to achieve each goal in order to keep your development plan on track.


### Support and accountability

List your key supporters in the company who can offer guidance to help you achieve your goals.

Goal	Key supporters (names and designations)

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