

Individual Development Plan

Take an active role in your learning and growth

What is an individual development plan (IDP)?

An IDP is a practical, living document that helps employees reflect on goals, identify development priorities, and plan meaningful learning experiences. It evolves as roles and priorities change, supporting ongoing development conversations and connecting day-to-day work with long-term growth.

Why use an IDP?

Growth is most effective when people set meaningful goals, apply learning in real work, receive feedback, and reflect on progress. An IDP provides structure for intentional, ongoing development aligned with current work and future aspirations.

An IDP helps you:

- 1 Reflect on strengths, interests, and career goals
- 2 Identify development priorities for current or future roles
- 3 Plan learning through work, relationships, and formal learning
- 4 Track progress and adjust goals over time
- 5 Support meaningful conversations with your leader

The IDP and The Continuous Learning Model

IN YOUR ROLE

Stretch roles, new projects, job shadowing, cross-functional work

THROUGH OTHERS

Mentoring, coaching, peer learning, feedback

FORMAL EXPERIENCES

Courses, workshops, certifications, conferences

RESOURCES & TOOLS

Articles, videos, podcasts, online platforms

How Leaders Can Support the Employee IDP

- 1 Create space for regular development conversations
- 2 Support meaningful learning opportunities
- 3 Provide feedback, coaching, and encouragement
- 4 Partner with employees — keep plans realistic and focused

Frequently Asked Questions

Who owns the IDP?	The employee will own with their leader supporting.
How often to update?	Every 3-4 months or as priorities shift
Is the IDP tied to Performance?	It supports development, not evaluation.
Does this guarantee promotion?	No--the purpose is to support growth.