

## Individual Development Plan (IDP) Review Checklist: Manager Guide

IDPs offer your employees the opportunity to identify the strengths and development areas that merit their attention and yours. An effective plan focuses on the development of a few skills, balances the need to develop both strengths and development areas that are tied to performance objectives, has concrete action steps, and sets gradual, realistic, and achievable success measures.

As you and your employees review their IDPs, keep in mind:

- 1) **Performance and Learning Are Linked to Each Other:** Your employees can build the skills they need by focusing on the work experiences and assignments that are most closely tied to their performance objectives.
- 2) **While the Skills May Change, the Strengths Employees Draw upon Do Not:** The strengths that have made an employee successful in the past do not go away. Although employees may need to address areas in which to develop further, do not forget to continue to build their strengths.
- 3) **Employee Success Depends on the People Asked to Help Them:** By sharing their development goals with you, their peers, a mentor, or their direct reports, your employees can check in at various points to make sure that they are making a strong plan.

The IDP review checklist on the following page is designed to assist employees as they enhance their IDPs. It ensures your employees are creating plans that build skills they need to improve their current performance and to reach career goals.

Distribute the “Individual Development Plan Checklist” to employees as they review and enhance their plans.

## Individual Development Plan (IDP) Review Checklist: Employee Guide

An effective IDP positions you to build both the skills you need to enhance your performance in the short term and the skills you will need to achieve your long-term career goals. Keep in mind:

- 1) **Performance and Learning Are Linked to Each Other:** You can build the skills you need by focusing on the work experiences and assignments that are most closely tied to your performance objectives.
- 2) **While the Skills May Change, the Strengths You Draw upon Do Not:** The strengths that have made you successful in the past do not go away. Although you may need to address areas in which to develop further, do not forget to continue to build your strengths.
- 3) **Your Success Depends on the People You Ask to Help You:** By sharing your development goals with your manager, peers, mentor, or their direct reports, you can check in at various points to make sure that you are making a strong plan.

Once you have created your IDP, use the checklist below to review it to ensure that it focuses on the most important goals, provides concrete action steps, and allows you to measure your progress.

Development Plan Checklist		
Category	Step	Completed
Development Goals	1) Have I shared the plan with my supervisor and incorporated their feedback?	
	2) Do I focus on the skills I'll need to successfully do my job now and those I'll need to achieve my career goals?	
	3) Do I focus on continuing to build my strengths at least as much as I focus on closing any gaps?	
	4) Does this development plan push me to the edge of my "comfort zone"?	
Action Steps	5) Have I identified a clear action plan that will help me reach my development goals?	
	6) Have I ensured that approximately 70% of my action steps are tied to my day-to-day job responsibilities and project assignments, 20% learning from others and 10% from training?	
Success Measures	7) Have I shared my development goals with others so I can measure progress along the way?	
	8) Have I created realistic and achievable metrics to measure my progress?	
	9) Have I tied the metrics to realistic deadlines to assess my progress?	
	10) Have I created milestones to ensure I'm on track?	