

UC Davis Individual Development Plan (IDP) Worksheet – Part One

Use IDP worksheets part one and two to help you complete the UC Davis IDP form.

Name:		Date:
Purpose for the IDP ___ New to Role ___ Increase Competency in Current Role ___ Change Role ___ Other, please describe:	Experience Number of years at UC: Number of years in current role: Number of years doing current type of work:	
Career/Professional Goals State your desired career or professional goal. It is not necessary to have a goal for each timeframe. Immediate: Short-term (1-2 years): Long-term (3-5 years): How will these goals meet the business needs of your division or unit? If interested in a new role, list 1-3 potential next positions: List why achieving these goals is important, or what you will gain once achieved: List any barriers to attaining the goal, real or perceived:		
Development Goals Consider the required skills, knowledge, and competencies for the career/professional goal indicated above. State your development goals in the SMART style. (Specific, Measurable, Achievable, Realistic, Time-bound) Development Goal One: Development Goal Two:		

UC Davis Individual Development Plan (IDP) Worksheet – Part Two

An effective IDP includes a variety of development activities that involve learning by doing, learning from others, classes, reading, and e-learning. Use this sheet to brainstorm an assortment of ideas that can help you achieve your goal(s).

Developmental Goal:		Skill, Knowledge, Competency to be Developed:
Type	Development Activity & Description	Resources Needed
Learning by Doing: On-the-Job Development		
Learning from Others		
Classes, E-learning, Education, Readings		

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Use the information you have drafted in part one and two of the IDP Worksheet to complete the IDP. Start small by selecting one or two areas to develop, with no more than two to three activities for each developmental area.

Name:		Current Position:		
1. State your development goal using the SMART style. (From IDP Worksheet Part One)				
2. Select the skill, knowledge or competency to be developed. (From IDP Worksheet Part Two)				
Development Activities List 2-3 learning activities (From IDP Worksheet Part Two).	Outcomes/Results State what the successful completion of the development activities looks like.	Support Who/what will contribute to your development activities? E.g., time, funding, organizational resources	Target Dates List when each development activity or major milestone will be completed.	Status Note completion, potential road blocks and ways to remove them.
Date discussed with supervisor or mentor:		Dates of follow-up meetings: (recommended once every three months)		