

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

Complete Part One and Two of the UC Davis IDP Worksheet and then summarize the information in the UC Davis IDP form.

Name: <b>Jae Davis</b>		Date: <b>November 1, 20XX</b>
<b>Purpose for the IDP</b> <input type="checkbox"/> New to Role <input checked="" type="checkbox"/> Increase Competency in Current Role <input type="checkbox"/> Change Role <input type="checkbox"/> Other, please describe:		<b>Experience</b> Number of years at UC: <b>5</b> Number of years in current role: <b>3</b> Number of years doing current type of work: <b>5</b>
<b>Career/Professional Goals</b> State your desired career or professional goal. It is not necessary to have a goal for each timeframe.  Immediate: <i>Give a presentation to an audience of a different division.</i>  Short-term (1-2 years) <i>Give a presentation to an external audience.</i>  Long-term (3-5 years): <i>Deliver a training class on presentation skills.</i>  How will these goals meet the business needs of your division or unit? <i>Gain confidence to ultimately represent the division in front of external audiences to help meet our goals of community involvement. Right now, get the word out about our unit and division to other divisions.</i>  If interested in a new role, list 2-3 potential next positions:  List why achieving these goals is important, or what you will gain once achieved: <i>I will be able to present at meetings and in front of audiences. I will present confidently and keep my nerves under control. I will be convincing and potentially gain new donors or advocates for our work.</i>		
<b>Development Goals</b> Based on your research of the required skills, knowledge, and competencies required for the career/professional goal indicated above, state your development goal(s) in the SMART (Specific, Measurable, Achievable, Realistic, Time-bound) style .  Development Goal One: <i>Deliver a 30 minute presentation to another division by May 15, 20XX.</i> Development Goal Two: <i>n/a</i>		

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

Research indicates that most learning in the workplace occurs on the job. An effective IDP includes development activities that include learning by doing, learning from others, and classes, reading, and e-learning.

Use this sheet to brainstorm as many ideas as you can that might help you achieve your goal.

Developmental Goal: Deliver a presentation to another division by May 15, 20XX.		Skill, Knowledge, Competency to be Developed: Presentation and communication
Type	Development Activity & Description	Resources Needed
Learning by Doing: On-the-Job Development	<ol style="list-style-type: none"> <li>1. Deliver a presentation on topic X to my current team.</li> <li>2. Deliver a presentation to a new audience. Join another team's staff meeting and present to them.</li> <li>3. Get feedback. Ask someone to observe and give me feedback on my presentation skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Time at staff meeting</li> <li>2. Time at someone else's staff meeting; Manager's approval</li> <li>3. A trusted colleague</li> </ol>
Learning from Others	<ol style="list-style-type: none"> <li>1. Observe others who are effective presenters. At presentations others give, write notes about how they present and what skills they use.</li> <li>2. Audience observation: Watch an audience to see how they respond to different speakers and what holds the audience's attention.</li> <li>3. Interview effective presenters: Meet with rock star presenters and find out how they do it</li> </ol>	<ol style="list-style-type: none"> <li>1. Attend my regular meetings; notepad &amp; pen</li> <li>2. Attend my regular meetings; notepad &amp; pen</li> <li>3. Presenters; Manager's idea on who to interview; Time</li> </ol>
Classes, E-learning, Education, Readings	<ol style="list-style-type: none"> <li>1. Join a Toastmasters speaking club in my community.</li> <li>2. Go to an on-site class on presentation skills.</li> <li>3. Listen to a cd on presentations. I heard there's a "Talk Like Ted" cd that gives all the secrets of the pros!</li> <li>4. Select a book on presentations from ULearn through UC Davis Talent Management.</li> </ol>	<ol style="list-style-type: none"> <li>1. Toastmasters website; local meetings</li> <li>2. Time and \$ (if needed)</li> <li>3. Local Library - CD; listen to it on commute</li> <li>4. ULearn website: <a href="http://sdps.ucdavis.edu/course_catalog/ulearn/">http://sdps.ucdavis.edu/course_catalog/ulearn/</a></li> </ol>

