

HQMC INDIVIDUAL DEVELOPMENT PLAN (IDP)

PART I - EMPLOYEE DATA

NAME:	TIME PERIOD COVERED:
POSITION/PAY PLAN/OCCUPATIONAL CODE/GRADE:	ORGANIZATION:

PART II - CAREER GOALS

SHORT-TERM GOALS (1 year):

LONG-TERM GOALS (2-3 years):

PART III - DEVELOPMENTAL NEEDS

Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved

PART III - DEVELOPMENTAL NEEDS (CONTINUED)				
Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved

PART IV: SIGNATURES	Signature and Date IDP Established	Date Updated/Initials	Date Updated/Initials	Date Updated/Initials
Employee				
Supervisor				

INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL DEVELOPMENT PLAN (IDP)

Below are basic instructions for completing the IDP format. Please see the HQMC IDP Handbook for more detailed step-by-step instructions, list and description of typical developmental activities, and a list of training and development resources.

TO BE COMPLETED BY EMPLOYEE

PART I: Enter appropriate data.

PART II: Briefly describe your short-term 1-year goal(s) in your current position. (Example: Become a subject matter expert in "xyz" to expand our office's ability to support customers.) If you wish, include longer-term career goals over the next 2 to 3 years.

TO BE COMPLETED BY EMPLOYEE AND SUPERVISOR

PART III (first 3 columns):

Build your developmental plan to meet your goals, review it with your supervisor, and modify if needed, as follows:

Developmental Objectives

Write a brief action statement describing what knowledge or skill you need to obtain or improve to meet the goals in PART II. (Example: Become familiar with federal regulations and implementing guidance regarding "xyz" program.) Prioritize the objectives, starting with those needed to meet your short-term goals, and list them in priority order in the first column of PART III.

Developmental Activities

In column 2 of PART III, describe the formal training course or other developmental activity that will most enable you to achieve that objective. If you have more than one activity for the same objective, use a separate row for each activity.

Target Completion Dates

In column 3, enter a realistic target date for completing each activity, balancing the date against workload demands and the other activities in your IDP.

Review With Supervisor

After you have completed all the above items on your IDP, now is the time to review it with your supervisor, modify it if needed, and move on to the first signature in PART IV.

PART IV: Sign and date the IDP to indicate the IDP has been established.

PART III (last 2 columns):

As you complete each developmental activity, write in the actual completion date in column 4 of PART III. In column 5, Outcome Achieved, describe to what extent you gained or improved your proficiency as stated in the objective. Discuss with your supervisor to determine if more developmental activities are needed for that objective.

UPDATES: Decide with your supervisor how often to update and initial the IDP in PART IV.