



Individual Development Plan

CAREER GOALS

Employee's Name	Position Title/Grade	Office Phone	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Email Address

Goals for Successful Performance in Current Position

Short-term Career Goals (2-3 years)

Long-term Career Goals (3+ years)

Development Objectives

What do you need to do this year to work towards your goals?

Development Activities (training, assignments, projects, details, etc.)	Proposed Dates	Estimated Costs	Date Completed

Notes

Employee's Signature/Date	Supervisor's Signature/Date
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