CHICAGO HARRIS
PUBLIC POLICY | THE UNIVERSITY OF CHICAGO

INDIVIDUAL GROWTH AND DEVELOPMENT PLAN

Use this template to create your personalized Individual Growth and Development Plan (IGDP). The IGDP Guide (on the second page) is included to assist you in understanding and leading your own development planning process. *Please discuss this plan with your manager during your meetings at least once per quarter.*

Employee:		Date:	
Manager:		Development Period:	

Individual Growth and Development Guide				
Development Goal	*Development Action*	*Timeframe*	**Resources Needed**	*Status*
Sample: *Able to plan and deliver a compelling presentation that motivates audience to action using effective verbal and non-verbal delivery skills.*	*Sample:* *1. Identify and attend University's Presentation Delivery Skills training course by 3/31* *2. Join Toastmasters by 2/28 and participate for 6+ months* *3. Schedule and deliver workplace presentations; get feedback*	*Sample:* *1. 3/31* *2. 2/28 to 8/31* *3. 4/1-12/31*	*Sample:* *1. University training schedule; $150 fee* *2. www.toastmasters.org; Membership fee* *3. Practice space and audience*	*Sample:* *1. Attending 2/13 workshop* *2. Joined club; attending January meeting* *3. Piloted speech to team 6/15 & to target audience 9/12*

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Individual Growth and Development Guide			
Purpose: The purpose of the IGDP is to ensure you have the knowledge and skills required to successfully perform in your role and to achieve your performance and career goals. The IGDP promotes ongoing professional development, supports career growth and builds institutional capacity. **Responsibilities:** The primary responsibility for creating and implementing an IGDP rests with the employee. The manager supports the employee throughout the development period by providing information, input, resources and opportunities.			
1. Identify Development Goals	**2. Identify Development Actions, Timeframes and Resources Needed**	**3. Finalize and Implement Plan**	**4. Create a "development mindset"**
Identify development areas that, if enhanced, better position you to successfully meet performance goals and job responsibilities. Create up to four development and career goals directly related to the development areas you have identified.	Identify specific actions you can take to achieve your development goals. Three types of development actions to consider: • Learning and Training – workshops, seminars, webinars and on-line training • Learning from others – co-workers, mentors, managers and coaches • Learning from experience-lessons learned on-the-job Document the following: • Target completion dates • Interim milestones • Frequency of development action Identify resources needed, for example: • Time requirements • Individuals (co-workers, coaches, mentors) • Workshops, webinars, e-learning, books, trade journals, professional organizations • Costs or fees	Share your IGDP draft with your manager and get his/her input and support. Finalize your IGDP. Incorporate your manager's input and ensure your manager has a copy.	Integrate development activities into your schedule: • Schedule regular meetings between you and your manager to review progress against development goals • Identify and address any barriers or obstacles to implementing your plan • Identify opportunities to apply new knowledge and skills Record IGDP progress in the status column.