

INDIVIDUAL DEVELOPMENT PLAN

<b>Individual Development Plan for:</b>	<b>Reviewed by:</b>	<b>Date:</b>
<b>Position:</b>	<b>Career Path:</b>	<b>Review Date:</b>

<b>Check Areas for Development</b>	<b>Development Area</b>	<b>Competencies</b>	<b>Interventions</b>	<b>Additional Comments</b>
<b>Leadership</b>				
	<b>Instills Trust</b>	Keeps promises, can be trusted with confidential information, is honest in dealings with others, demonstrates high ethical standards	Trust Imperative Leading Through Trust Building Trust Principles of Leadership	
	<b>Provides Direction</b>	Makes expectations clear, establishes a manageable workload, accomplishes long-term objectives by planning incremental steps, keeps focus on big picture while implementing details.	Performance Expectations Effective Delegation Skills In Pursuit of Goals Setting Goals and Keeping Score Clarify your Vision Managing the Process	
	<b>Delegates Responsibility</b>	Knows when to delegate and when to take personal responsibility, delegates the right jobs to the right people, gives others authority to independently fulfill responsibilities, empowers others to find creative solutions to problems	Empower Others for Success Effective Delegation Skills Team Decision Making Team Problem Solving Practices of Empowering Leaders	
<b>Communication</b>				
	<b>Listens to Others</b>	Solicits ideas, suggestions, and opinions from others; creates a comfortable climate for airing concerns; listens to all points of view with an open mind; listens carefully without interrupting, summarizes input, then checks for understanding	Becoming an Effective Leader Communicating with Skill Face to Face Communication Giving and Receiving Feedback Interpersonal Dialogue-Principles Interpersonal Dialogue-Steps Building Trust	
	<b>Processes Information</b>	Identifies the core element of an issue; considers the pros and cons. As well as short and long-term consequences of decisions; arrives at logical, clear conclusions	Team Problem Solving Managing the Process	
	<b>Communicates Effectively</b>	Expresses thoughts clearly in writing; is an effective, articulate speaker; covers an issue thoroughly without overdoing it; communicates in a straightforward manner, even when dealing with sensitive topics; makes current job-related information readily available to others.	Giving and Receiving Feedback with Skill Communicating with Skill Interpersonal Dialogue-Principles Interpersonal Dialogue-Steps	
<b>Adaptability</b>				
	<b>Adjusts to Circumstances</b>	Is flexible in dealing with people with diverse work styles; is comfortable in a variety of environments; reacts constructively to setbacks; anticipates and plans for changing situations.	Change In Pursuit of Goals Leading Through Change Attitude Winning the Battle Against Negativity	
	<b>Thinks Creatively</b>	Approaches job with imagination and originality; inspires innovation in the organization; is willing to take bold, circulated risks; views obstacles as opportunities for creative change.	Creative Thinking and You Emotional Excellence	
<b>Relationships</b>				
	<b>Builds Team Relationships</b>	Shows consideration for the feelings of others; shows absence of prejudicial and stereotype thinking in words and actions; delivers criticism tactfully and constructively; maintains composure in high-pressure situations.	The Trust Imperative Giving/Receiving Feedback with Skill Conquer Your Key Moments Controlling Stress so Stress Doesn't Control You Conflict Resolution Handling Problem People Strengthening Our Relationships Winning the Battle Against Negativity	
	<b>Facilitates Team Success</b>	Resolves conflicts fairly; creates an atmosphere of team cooperation over competition; builds consensus decisions; leads team in formulating goals that compliment the organization's mission; brings capable people into the group; uses the diverse talents and experiences of the group to maximum advantage.	Conflict Resolution Group Dynamics Team Decision Making Team Charter Team Problem Solving Setting Goals and Keeping Score	
<b>Task Management</b>				
	<b>Works Efficiently</b>	Applies current technology in practical ways to maximize efficiency; makes wise use of outside resources; avoids procrastination; sets priorities and tackles assignments accordingly.	Practices of Empowering Leaders In Pursuit of Goals Mastering the Art of Time Management Prevent Workplace Procrastination Personal Productivity Setting Goals and Keeping Score	
	<b>Works Competently</b>	Demonstrates mastery of fundamentals necessary to the job; is skilled at learning and applying new information quickly; integrates new theories, trends, and methods into appropriate business operations	Contact us to review your current hiring practices, pre-employment screening, interviewing and selection procedures.	
<b>Production</b>				
	<b>Takes Action</b>	Knows when to stop planning and start implementing, takes the initiative to make things happen, is assertive in managing problems; makes timely, clear-cut, firm decisions	Preventing Workplace Procrastination Harnessing Harmful Behavior Performance Expectations Team Decision-Making Leading Through Change	
	<b>Achieves Results</b>	Overcomes obstacles to complete projects successfully; effects outcomes that set high standards for others; achieves results that have a positive impact on the organization as a whole.	Team Problem Solving Performance Expectations Conflict Resolution Setting Goals and Keeping Score Personal Productivity The Team Charter	
<b>Development of Others</b>				
	<b>Cultivates Individual Talents</b>	Is a patient, helpful, effective coach; gives others access to training for skill development and professional growth; provides objective appraisals of others strengths and needs; maintains a timely schedule for reviews and follow-ups	Coaching Your Business Team Performance Expectations Giving and Receiving Feedback How to Give and Receive Feedback Coaching for Results Empowering Others for Success	
	<b>Motivates Successfully</b>	Gives recognition to producers of high quality work; shows appreciation when others give extra effort; shares a contagious enthusiasm that promotes a positive attitude in others.	Discover Excellence as a Supervisor Giving and Receiving Feedback How to Give and Receive Feedback Becoming an Effective Leader Coaching for Results	
<b>Personal Development</b>				
	<b>Displays Commitment</b>	Maintains a consistently high energy level; persists and perseveres; keeps a positive outlook	In Pursuit of Goals Career Builder Self Mastery	
	<b>Seeks Improvement</b>	Admits mistakes and learns from them; accepts criticism constructively; identifies and pursues resources needed to improve performance	Self Mastery Giving and Receiving Feedback How to Give and Receive Feedback	