

Filled Sample



Individual Development Plan (IDP) for the Supervisor and Manager or Executive Development Plan (EDP) for the Senior Executive Service (SES)

The Individual Development Plan (IDP) or Executive Development Plan (EDP) serves as the “road map” for all short-term and long-term training and development activities which are intended to enhance an individual or executive’s leadership skills, attributes, and performance. Plans should be reviewed and updated on a yearly basis between an individual or executive and his/her supervisor, with input from his/her mentor.

NAME	POSITION
ORGANIZATION (Bureau/Office)	
DEVELOPMENTAL OBJECTIVES <i>My objectives for the next year and/or future years are:</i> <i>Strengthen my ability to develop, communicate and implement long-term strategies for my department to improve my ability to manage the recruitment and development of high-performing staff across my agency.</i>	
EMPLOYEE – Signature	DATE
SUPERVISOR – Signature	DATE
MENTOR/EXECUTIVE COACH –Signature (OPTIONAL)	DATE
BUREAU'S EXECUTIVE RESOURCES BOARD – Signature (APPLY TO AN EDP ONLY)	DATE

DEVELOPMENTAL GOAL #1 –

Be sure your goals are SMART: S (Specific), M (Measurable), A (Achievable), R (Realistic), and T (Time-bound).

What is your goal? Why did you select this goal? To what extent will this goal benefit you and your office/organization?

Improve my strategic thinking and planning capability so that I can develop an improved strategic plan for my department for the next fiscal year.

Developmental Activities	Competencies Addressed	Expected Completion Date	Progress	Expected Outcomes/Measures
	<i>What OPM ECQ are you addressing?</i>	<i>What is your target completion date for this activity?</i>	<i>How do you measure your progress for this activity? Note: this column is currently populated for how you will measure progress – this column be updated with actual progress achieved over time..</i>	<i>How will you know that you were successful? How will you demonstrate your acquired competency? How can your supervisor validate that you have acquired the new competency?</i>
1. Take an OPM course on strategic planning/leading change.	Leading Change	November 2011	Certification of course completion.	Following completion of the course, prepare a draft strategic plan for my department for discussion with my supervisor (using knowledge learned in the course.)
2. Subscribe to publications by key thought leaders in my industry/focus area and schedule 30 minutes 3 times per week to read the material.	Leading Change	April 2011 for selection and subscription of publications; process of reading will be ongoing	On a quarterly basis, I will write a one-page description of what I believe to be the most important single new trend or development in my area.	Increased knowledge of current trends and thinking in my work area, demonstrated through participation in both formal and informal discussions related to future objectives and strategic directions for our department and agency. Expanded knowledge will also be reflected in the new strategic plan mentioned above.
3. Work through the Strategic Thinking module offered online by Harvard Business Publishing and read related articles found online.	Leading Change	June 2011	All modules will have been completed by 1 June 2011. I will write abstracts of on-line articles for my own use in creating my strategic plan.	Broader understanding of strategic considerations and greater ability to apply strategic thinking processes in my work. Knowledge gained will be reflected in a new strategic plan for my department as well as through on-the-job decision making and planning.

DEVELOPMENTAL GOAL #2 -

Developmental Activities	Competencies Addressed	Expected Completion Date	Progress	Expected Outcomes/Measures

DEVELOPMENTAL GOAL #3 -

Developmental Activities	Competencies Addressed	Expected Completion Date	Progress	Expected Outcomes/Measures