**UC San Diego Individual Development Plan**

Using the information you complete in Part One and Two of the IDP Worksheet, complete the Individual Development Plan. Remember to start small by selecting one, or at the most, two areas to develop and no more than two to three development activities for each area.

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| --- | --- | --- | --- | --- | --- |
| Name: | | | Current Position: | | |
| 1. State your development goal using the SMARTER style.   (From IDP Worksheet Part One) | | |  | | |
| 1. Select the skill, knowledge or competency to be developed.   (From IDP Worksheet Part Two) | | |  | | |
| **Development Activities**  List 2-3 learning activities  (From IDP Worksheet Part Two) | **Outcomes/Results**  State what the successful completion of the development activities looks like | **Support**  List those that will support you with your development activities  Who else will be involved? | | **Target Dates**  State when each development activity will be completed or major milestones | **Status**  Note completion, potential road blocks and strategies |
|  |  |  | |  |  |
| Date discussed with supervisor or mentor: | | | Date of follow-up meeting (at least once every three months): | | |

**UC San Diego Individual Development Plan Worksheet – Part One**

Complete Part One and Two of the UC San Diego IDP Worksheet and then summarize the information in the UC San Diego IDP form.

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| Name: | Payroll Title: | | Date: |
| **Purpose for the IDP**  New to Role  Increase Competency in Current Role  Change Role  Other, please describe: | | **Experience**  Number of years at UC:  Number of years in current role:  Number of years doing current type of work: | |
| **Career/Professional Goals**  State your desired career or professional goal. It is not necessary to have a goal for each timeframe.  Immediate:  Short-term (1-2 years):  Long-term (3-5 years):  How will these goals meet the business needs of your division or unit?  If interested in a new role, list 2-3 potential next positions: | | | |
| **Development Goals**  Based on your research of the required skills, knowledge, and competencies required for the career/professional goal indicated above, state your development goals in the SMARTER style.  Development Goal One:  Development Goal Two: | | | |

**UC San Diego Individual Development Plan Worksheet – Part Two**Research indicates that most learning in the workplace occurs on the job, not in the classroom, so resist the urge to devote 100% of your development to classroom or online learning. An effective IDP includes development activities that include learning by doing, learning from others, and classes and e-learning. Staff Education and Development has resources to assist you in finding on-the-job development activities. Career Connection has programs that can connect you with mentors and internships.

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| --- | --- | --- | --- |
| Developmental Goal Number: | | Skill, Knowledge, Competency to be Developed: | |
| **Type** | **Development Activity** | **Description** | **Resources** |
| Learning by Doing:  On-the-Job Development |  |  |  |
| Learning from Others |  |  |  |
| Classes, E-learning, Education, Readings |  |  |  |