Your Guide to Individual Development Planning

Updated 3/2/2015
Introduction
A commitment to continuously learning and developing knowledge and skills that are valued by the University opens the door to career options and makes you a more valuable employee. Ultimately, the responsibility for your professional development lies with you but the support of your manager or a mentor can foster the process. This guide explains your role in creating and directing your professional development and provides you with the tools to create and launch your Individual Development Plan.

The Individual Development Plan (IDP) is a tool to organize and target your professional and personal development. Its primary purpose is to help you reach short- and long-term career goals, as well as strengthen current job performance by providing a structured approach. IDP’s demonstrate intentional learning that is aligned with specific competencies, such as the UC Core Competencies, or with the mission, goals and objectives of an organization. With goal setting at its heart, a professional development plan organizes your ideas into a cohesive plan with defined timeframes and expected results. The UC San Diego IDP form is structured in such a way that will prompt you to identify learning activities that are experiential, social and classroom focused so that your development is well-rounded.

Table of Contents
Introduction .................................................................................................................................................. 2
Definitions ..................................................................................................................................................... 2
The Individual Development Planning Process ............................................................................................. 3
  Identify ...................................................................................................................................................... 3
  Assess ........................................................................................................................................................ 3
  Plan ........................................................................................................................................................... 4
  Act ............................................................................................................................................................. 4
  Evaluate..................................................................................................................................................... 4
Completing the Individual Development Plan .............................................................................................. 4
  Step One – IDP Worksheet Part One ........................................................................................................ 4
  Step Two – IDP Worksheet Part Two ....................................................................................................... 5
  Step Three – UC San Diego IDP ................................................................................................................. 5
Assistance...................................................................................................................................................... 5
Definitions
When creating your IDP, it is helpful to understand what is meant by terms such as competency, knowledge, skills, and ability. Here are some common definitions:

**Competency** – A competency is a set of related knowledge, skills, and abilities required to successfully perform “critical work functions” or tasks in a defined work setting.

**Knowledge** – Facts and information

**Skills** – Practiced acts

**Ability** – Capability to engage in a behavior

The Individual Development Planning Process
The individual development planning process is directed by you, in partnership with your manager, to enhance your professional growth. Two of the most common uses of the IDP are to help you advance in your career, or develop an increased level of competency in your current position. The annual performance appraisal meeting is typically the time when employees and their supervisors discuss IDP’s but they can be created at any time and should be reviewed and updated often.

The steps in the IDP planning process are:

Identify – Assess – Plan – Act – Evaluate

**Identify**
The first step in the IDP process is to have a clear picture of your career goals. This process is called career planning and it involves self-reflection and career exploration that helps you identify the career that will bring you the most job satisfaction. Once you’ve identified your career interest, you’ll be able to identify the related knowledge, skills, and competencies you need to develop in order to reach your career goal. The Career Connection program, offered through Equal Opportunity/Staff Affirmative Action, provides a comprehensive suite of workshops that lead you through this process. [http://blink.ucsd.edu/HR/training/career/CC/index.html](http://blink.ucsd.edu/HR/training/career/CC/index.html)  UC San Diego also makes available to all staff a free online assessment tool called SkillScan/Career Driver which provides a skill assessment to help you identify skill strengths and development opportunities. [http://www.skillscan.com](http://www.skillscan.com)

**Assess**
Once you’ve identified the knowledge, skills, and competencies required of your career goal, you’ll need to assess your current competency in those areas. Again, the SkillScan/Career Driver online assessment tool can help: [http://www.skillscan.com](http://www.skillscan.com).

You may also want to review past performance appraisals and feedback you’ve received from your supervisor or others. Don’t forget that skill strengths can also continue to be developed.
Plan
The next step is to create the Individual Development Plan. The Completing the IDP section of this Guide provides the step-by-step process for creating the IDP. Once you’ve created your plan, you need to share it with your supervisor or a mentor. You should lead the conversation about your development goals but the plan should be mutually agreed upon by you and your supervisor or mentor. If you need help planning the conversation with your manager, contact Staff Education and Development, staffeducation@ucsd.edu, for guidance.

Act
Once the plan is in place, it is time to get busy completing the learning activities by the deadlines you’ve identified. Individual development often involves changing behaviors in addition to learning new ones. Research suggests that desired change is more likely to be successful when:

- The desired competency is specifically defined
- There is a commitment and motivation to the behavior change
- An action plan is shared with others (sharing your IDP with your supervisor or mentor)
- An analysis is made of the reason for potential lack of success
- Other people support your behavior change
- The behavioral outcomes are visible and can be measured

Use your calendar to highlight deadlines and schedule time with yourself each week to carrying out the learning activities in your plan. A minimum of 30 minutes a week is recommended. Address barriers as they arise and make adjustments to the plan as necessary.

Evaluate
Finally, you need to receive feedback on your progress and evaluate your success in meeting your development milestones. Set follow-up meetings with your manager or mentor. The duration and frequency will depend on specific needs but as a general guideline, a 30 minute meetings every 3 months is recommended.

Completing the Individual Development Plan
Once you have identified your career or professional goals and assessed your skills and knowledge on the related competencies required to meet the goal, you are ready to create your individual development plan.

Step One – IDP Worksheet Part One
Research shows that you increase your likelihood of obtaining a goal if you write it down and if it is written in a specific format. Part One of the IDP worksheet provides you with a structure for documenting your career or professional goal and your developmental goals. Write your developmental goals in the SMARTER style – Specific-Measurable-Accountable-Realistic-Time-frame-Evaluate-Record.
A developmental goal should have at least 2 – 3 developmental activities that you are able to complete in about 12 months. Start small, perhaps with just one developmental goal, to insure that you are successful in completing all your selected developmental activities.

**Step Two – IDP Worksheet Part Two**

This worksheet helps you structure the development activities that will build the skill, knowledge or competencies you have identified in our developmental goal. Research indicates that most learning in the workplace occurs on the job, not in the classroom. An effective IDP includes development activities that include learning by doing, learning from others, and classes, e-learning and readings. Staff Education and Development has resources to assist you in finding on-the-job development activities. Affirmative Action/Equal Employment Opportunity has programs that can connect you with mentors and internships.

**Step Three – UC San Diego IDP**

Complete the IDP by transferring the information from Part One and Two of the IDP Worksheets as appropriate. Add the following information:

**Development Activities:** List the activities that you have identified that will assist you in meeting your developmental goal.

**Outcomes/Results:** In detail describe what the successful completion of the developmental activity looks like. How will you know when the learning you have identified has been accomplished?

**Support:** Sharing goals with another person increases your likelihood of accomplishing the goal. Share your IDP with someone that can support you in your efforts by checking-in with you on a regular basis and providing you with feedback. Your supervisor is typically your best source of support but a mentor or coach can serve in the role as well.

**Target Dates:** This is a key part of the SMART goal style. Set reasonable target dates for completion of developmental activities so that you do not become unmotivated or overwhelmed. Start small and enjoy small successes.

**Status:** Use this area of the IDP to note completion of activities or identify potential barriers to completion that should be discussed with the individual supporting you with your IDP.

Record the date you discussed the plan with your supervisor, mentor or coach and set a date for a follow-up meeting. It is important to refresh your IDP often as goals change or new skill opportunities present themselves.

**Assistance**

Should you need assistance in completing the UC San Diego IDP, please contact Staff Education and Development at staffeducation@ucsd.edu.