

## Individual Professional Development Plan Instructions

### Column 1 – Development Goal

- What is your specific development goal?
- What will you be able to do differently as a result of developing this area?
- Include the business need and the benefit to your unit by developing in this area.
- Think about how you will measure the results of your development. What specific methods will you use?

### Column 2 – Actions

- What activities will best provide you new knowledge, skill enhancement, experience?
- Consider a variety of learning options:
  - Learning from on-the-job assignments: For example, cross training, job rotation, short-term projects, task team work, research and report assignments.
  - Learning from readings: Books, articles, on-line readings.
  - Learning from others: Ongoing feedback from leaders, team members, customers and coaches. Role models to observe and learn from. Personal strategic coaching.
  - Learning from courses: Targeted classes, seminars, workshops, conferences, on-line classes.  
<http://www.maricopa.edu/employees/divisions/hr/development/resource0s>
  - Learning from off-the-job activities: Volunteer assignments.

### Column 3 – Time Frame

- When will you complete each activity? What is a realistic time frame?

### Column 4 – Results

- This column is to record the actual results of your IPDP activities and the development that you experienced. Record the methods you used to measure your results.

### Signature Boxes

- Discuss your IPDP draft with your supervisor and/or team to obtain ideas, support and approval.
- You and your supervisor sign the form and the supervisor will obtain approval from 2nd level leadership, if needed.

### Follow-up

- Implement your IPDP. As you complete the activities, record your results and follow up with your supervisor and/or team.
- At the end of each year, review your development results and plan for the upcoming year.

## Sample Individual Professional Development Plan

Employee	Supervisor/Team Leader	Date	
Development Goal	Actions	Time Frame	Results
<p>Improve my listening skills and ability to acknowledge other team members' idea.</p> <p><i>(Bill's performance evaluation and 360 feedback say that he does not listen to other people's ideas but instead argues that his way is the right way. This is creating conflict in the team and slowing down the decision process.)</i></p>	<ol style="list-style-type: none"> <li>1. Interview all the members of my team and identify what they would need to see in order for them to decide I do understand and value their ideas. Record feedback for future comparison.</li> <li>2. Review plan with mentor/coach</li> <li>3. Identify a book or audio tape on listening and reflection skills and read it/listen to it.</li> <li>4. Identify a class on listening skills and complete it.</li> <li>5. Begin applying techniques learned.</li> <li>6. Meet monthly with coach to report progress.</li> <li>7. Re-interview my team members to see if they have observed a difference.</li> </ol>	<p style="text-align: center;">By 2/15</p> <p style="text-align: center;">By 2/15</p> <p style="text-align: center;">By 2/15</p> <p style="text-align: center;">By 3/30</p> <p style="text-align: center;">By 4/1</p> <p style="text-align: center;">Apr-Dec</p> <p style="text-align: center;">Jul-Aug</p>	