

THE INDIVIDUAL DEVELOPMENT PLAN



DEFINING AN INDIVIDUAL DEVELOPMENT PLAN (IDP)

An individual development plan (IDP) is an individually-tailored action plan that assists in developing specific knowledge, skills, and abilities needed to improve performance in an employee's current or future position. An IDP is an employee-owned, manager-supported career development tool that is reviewed and revised on a quarterly basis.

The Benefits of an IDP

Creating an individual development plan can:

- Identify strengths and areas for development.
- Empower employees to take accountability and responsibility over their career path.
- Help you gain a better understanding of your employees' professional goals, strengths, and development needs.
- Help your practice identify where gaps exist within the team.
- Focus your training and development efforts.



GETTING STARTED WITH YOUR IDP

Completing your Individual Development Plan (IDP) is an excellent step to taking control of your career path. An IDP is an individually-tailored action plan, created by you, that will assist in your professional growth and development.

Before completing your IDP, it is important to take time to reflect on your career goals. You might ask yourself questions like:



What am I passionate about at work?



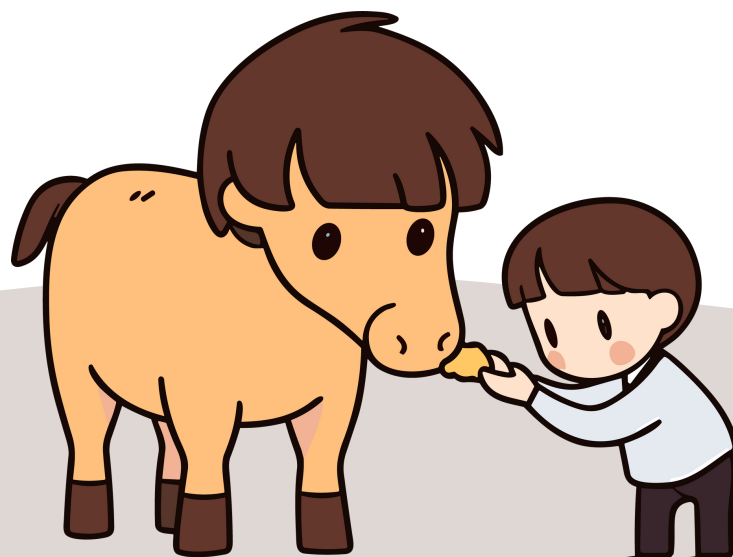
What talents or skills do I think are my greatest assets?



What areas or skills would I like to improve?



What would I like to learn more about?



BRAINSTORMING YOUR CAREER GOALS

After reflecting on your professional passions, strengths, and areas for growth, you can begin to brainstorm your career goals. Two types of goals that you can think about are achievement goals and development goals.

Obtaining a certification, degree, or new role/position are examples of achievement goals. Development goals focus on skills, behaviors, or abilities you would like to improve.

When you write a goal, describe what you want to achieve or develop and why it is important to you. This is your vision of your success; make it compelling, motivating, and something you really want to accomplish!

Once you have brainstormed an exhaustive list of achievement and development goals, look at your entire list. Choose 1-3 goals that you want to pursue.



PUTTING YOUR IDP TOGETHER

After choosing the goals to include in your IDP, think about the actions and activities that you will need to do to achieve those goals.

You can think of actions and activities in terms of experiences, interactions, and training.

Sample Learning and Development Activities

Experiences

Job Shadowing
Cross Training
Job Rotation

Interactions

Feedback
Coaching
Networking Activities

Training

Certificate Programs
Self-study
E-Learning

To build your IDP, write down the goals you've chosen, then write down the actions or activities you've identified to achieve it, and choose a specific timeframe. Finally, identify and write down any resources you'll need along the way.

Once you've created your own IDP, you can share your experience and the process with your team, so that they can create Individual Development Plans for themselves.

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