



# INDIVIDUAL DEVELOPMENT PLAN

# Individual Development Plan

## For Professionals Aspiring to Become Accomplished Leaders and Accomplished Leaders Aspiring to Become Better Leaders

Congratulations on your decision to take more control over the success of your career! An individual development plan (IDP) is a written plan designed to help you meet your specific professional goals.

This resource was developed by CompTIA's Advancing Tech Talent and Diversity Community. Our community offers our members and organizations in the business of technology a competitive advantage by equipping the 21st century workforce with the knowledge and skills needed to thrive in the tech industry in addition to providing employers with proven diversity, equity and inclusion strategies for business growth and culture transformation. We encourage you to identify the professional goals most important to you, determine which skills, experiences and behaviors will help you achieve those goals followed by the development and execution of an action plan. Ideally, you will work with your manager to assess areas that will produce the greatest return for you and your organization. This way, you'll both be more successful.

Benefits of career planning include personal growth, increased job satisfaction and job security as you develop more skills and add value to the organization. It pays to be as thorough as possible. Remember, your IDP is a living document and should be updated as your skill and goals evolve. If you're an aspiring leader, you may choose to set a 1-year plan. If you're an accomplished leader, a mid - to long-term plan (2-5 years) may be better suited. The purpose of the plan is to:

1. Set your priorities for development.
2. Identify goals that are mutually beneficial to you and your employer.
3. Identify knowledge, skills and abilities (KSAs) you'll need to develop.
4. Choose the best available resources, relationships and activities needed to achieve your goals.
5. Set a timeline for success!



# Self-Assess:

Reflect on current knowledge, skills and abilities.

1. Describe 2-3 pieces of work or projects of which you are particularly proud.

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2. How did your unique skills, knowledge or abilities make it possible for you to achieve these results?

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3. What are your top 3 professional strengths?

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# Identify Areas of Improvement:

1. List 2-3 aspects of your job that you avoid doing, don't enjoy doing or not very good at.

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2. Identify someone who is good at the tasks that you are not good at and request their guidance on how to improve your skills in this area.

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3. Identify 2-3 new development activities or processes that you will engage in to improve your skills in these areas.

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## Add Value to Your Organization:

1. List 3 actions you can take this year to gain a better understanding of the organization, your division/department or your own job.

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2. What kind of support or guidance would you like to see from your manager?

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3. Identify at least 2 potential mentors with 5 or more years of organizational experience who can help you develop your soft skills, technical skills and job skills.

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Developmental Goals	Relationship of Goals to Organizational Goal	Knowledge, skills and abilities to develop	Developmental Activity	Resources	Completion Date
Goal 1					
Goal 2					
Goal 3					

## NOTES

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## Recommended Reading

1. 7 Habits of Successful People, Steven R. Covey
2. How to Win Friends and Influence People, Dale Carnegie
3. Principles, Ray Dalio
4. How Women Rise, Sally Helgesen and Marshall Goldsmith
5. Emotional Intelligence 2.0, Travis Bradberry and Jean Graves
6. Way of the Wolf - Straight Line Selling: Master the Art of Persuasion, Influence, and Success, Jordan Belfort
7. Rocket Fuel: The One Essential Combination That Will Get You More of What You Want from Your Business, Gino Wickman
8. Scaling Up: How a Few Companies Make It...and Why the Rest Don't (Rockefeller Habits 2.0), Verne Harnish

## Connect and Share Your Success:

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