

Sample Development Plan

Individual Development Plans are a crucial tool to support employee growth and learning, which leads to greater personal effectiveness and fulfillment. A Development Plan is different from annual job goals though it ideally would complement a workplan and can be done at the same time – or even included as part of the Annual Plan. This template can be adapted to fit your organization’s needs. This sample development template/model calls for 70-80 percent of development to consist of on-the-job learning, supported by 10-20 percent coaching and mentoring, and 10 percent training (self-study, classroom, etc.).

Step One:

- Identify a key skill or competency to develop

Step Two:

- Come up with job-based projects or assignments that will build this skill or competency
- Come up with 1-3 ways to leverage mentors and managers to develop this skill better
- Come up with at least one formal book, conference, or other formal training experience that might support the development of this skill

Step Three:

- Share your plan with relevant interested etc. parties

Remember - plans should focus on development goals, not role objectives e.g.

Development goal: Improve relationship-building skills and effectiveness in representing the organization to external stakeholders

Role Objectives: Gain support from city officials for the program’s new initiative. Establish relationships with two new major funders.

DEVELOPMENT PLAN TEMPLATE

My 'one big' COMMITMENT

<p>I am committed to</p> <p>This is important to me because</p> <p>And will make me more effective because</p>
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What success will look like a year from now (specific outcomes that will have happened because of my commitment)

1.
2.
3.

The actions I will take, behaviors and practices I will engage in to achieve these outcomes

1.
2.
3.

Who will support me and how

1.
1.
2.

“Reactive tendencies” that may get in the way of me achieving this commitment (and that you and others can look out for and support you when they show up): “I tend to show these behaviors when opportunities to pursue my commitment are presented”

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(Reactive Tendencies are largely-unconscious behaviors or reactions we have in situations where we may feel some stress or anxiety, that generally work against us being most effective even though they may appear to generate short-term results. Examples of Reactive Behaviors: Being overly perfectionist, driven, controlling, critical, arrogant, distant, passive, pleasing or conservative. They may show up when we are pursuing our Commitment because it usually requires us to stretch and do something unfamiliar, which often creates some anxiety or stress)

OTHER SPECIFIC DEVELOPMENT GOALS

Skill, Competency to develop	On-the-Job behaviors, practices, activities, etc. (80%)	Who will you ask to help, and how? (10%)	Formal training & self- study (where relevant) (10%)
	1	1	1
	2	2	2
	3	3	3
SUPPORTING PRACTICES etc.			

Comments (if any):

Source: Adapted from Developing Cause-Driven Leadership®, Leadership Competency Development Guide, YMCA of the USA

EXAMPLE

Skill, Competency to develop	On-the-Job behaviors, practices, assignments, etc. (80%)	Who will you ask to help, and how? (10%)	Formal training & self- study (where relevant) (10%)
Public speaking	1 Tape myself giving presentation, watch, make notes, re-tape presentation	1 Ask manager to tell me when I am not speaking up enough in meetings	1 Podcast series colleague recommended
	2 Ask manager if I can present a program update at the next board meeting	2 Explicitly ask for feedback from participants after every presentation I give	
	3 Ask HR if I can lead a new hire training session this September		
SUPPORTING PRACTICES etc.	Watch saying “Umm”; use other conversations to practice getting my voice out there; speak up early in group conversations		