

Individual Development Plan

The Individual Development Plan is a tool to provide employees with annual goals and/or action items for development. Goals identified should be specific, measurable, realistic and time-based.

Employee Name	Manager Name	Department
Employee Title	Manager Title	Date

Goal/Action	Completion Deadline	Category
		<input type="checkbox"/> Professional Development <input type="checkbox"/> Regulatory/Policy Requirement <input type="checkbox"/> Departmental/Procedural <input type="checkbox"/> City-wide/Strategic
		<input type="checkbox"/> Professional Development <input type="checkbox"/> Regulatory/Policy Requirement <input type="checkbox"/> Departmental/Procedural <input type="checkbox"/> City-wide/Strategic
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		<input type="checkbox"/> Professional Development <input type="checkbox"/> Regulatory/Policy Requirement <input type="checkbox"/> Departmental/Procedural <input type="checkbox"/> City-wide/Strategic

Employee Acknowledgement

By signing below, I acknowledge receipt of my Individual Development Plan. I also understand that this is not a guarantee of identified training and that my participation in such activities will be at my manager's discretion and based on budgetary limitations.

Employee Signature

Date

Manager/Reviewer Signature

Date