

# SUPERVISORY EXAMPLE

# INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employee Name: Sarah Smith

Period From: 1/2017 To: 1/2018

CRITICAL BEHAVIORS /GOALS	CONTRIBUTION TO ORGANIZATION	DEVELOPMENTAL ACTIVITIES/ACTION STEPS (assignments, coaching, formal training)	MANAGERS ROLE (or involvement of others, if applicable)	MEASURES	TARGET DATES/ MILESTONES	RESULTS (manager and /or employee comments)
What do I want? What do I need to learn? What specific behaviors do I need to model or exhibit in this competency or skill?	How does this help the college or department meet its needs?	What steps will I take to achieve this? Remember to use SMART goals.	What resources or support will I need? Potential costs involved?	What will my success criteria be?	What is my target completion date?	How have I succeeded in adapting my behavior or learning new skills?
<b>Goal 1 (Long Term):</b> Work on developing more emotional intelligence or emotional quotient (EI/EQ) to help me in my supervisory role and in my personal life.	By learning how to monitor my emotions and the emotions of others, it will help me improve my interpersonal skills.	Read the book <i>What Makes a Leader: Why Emotional Intelligence Matters</i> .  Complete an online course on Emotional Intelligence offered by MYgroup, the Employee Assistance Program.	Provide time at work to complete the online course.	Development and growth in emotional intelligence, better application of the dimensions of EQ/EI applicable to leadership.	1/2018	Long-term goal in progress.
<b>Goal 2:</b> Improve my delegation skills.	Learning how to delegate tasks effectively among my team will enhance the department's productivity and improve my leadership skills.	Attend the LEAD 2 training course, <i>Effective Delegation</i> , offered by Organizational and Professional Development.	Time away from work to attend and complete the course.	Successful course completion. Develop new skills and apply what was learned from the course.	7/1/2017	Continuing to work on better supervisory delegation skills. Attended the course and is applying the skills she learned from the experience. She is assigning tasks at the appropriate level thus far.
<b>Goal 3:</b> Develop others by creating IDPs for each employee.	Help employees develop their knowledge and skills to help the department be more successful.	Complete IDPs for each employee in the next 30 days. Work with each employee to create development goals and complete the IDP form.	Work with each employee to set goals and work toward goal completion. Look for opportunities to encourage development for each employee. Support their growth and development.	Employees are working toward setting goals on the IDP and finding opportunities to complete them.	2/1/2017	IDPs were completed for each of Sarah's employees. Employees are working on their development goals and communicating future goals.
<b>Goal 4:</b>					?	