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IDP template

Here's an individual development plan template you can follow to create IDPs for your staff:

[Date]

[Employee's name]

[Employee's official job title]

Goals: [Include goals you've created for the employee and any goals the employee may have mentioned during the meeting.]

Strengths: [Mention the employee's strengths or specific ways they currently excel in the workplace.]

Weaknesses: [Define areas of improvement for the employee and how their improvement can enhance their work experience, help them achieve their career goals, and benefit the organization.]

Action plan: [Include proposed steps the employee can take to achieve their goals.]

Target completion date: [This is the date that you'd like to see your employee meet their goals by before reevaluation.]

IDP example

Here's a brief example of an IDP you can use to guide the creation of your own:

Date: 2021-07-14

Employee name: Paul Samba

Job title: Sales manager

Goals: To experience a 30% growth in sales by 2022 and gain more first-time customers

Strengths: Paul has excellent communication skills and manages his time well.

Weaknesses: Paul has an opportunity to increase the number of first-time customers he onboards. He can also improve his morale in the workplace.



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Action plan: I'd like to see Paul discover new markets, try more aggressive sales techniques, and be more forthcoming with discussing any problems he may have in the workplace.

Target completion date: 2021-11-14

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