



Individual Development Plan Form

Team Member Name Date

Supervisor Name Company / Branch

Role Department

Considering my professional goals and motivations, what matters the most at this point in my career? What do I want to achieve with this year's iDP?

What do I see as my strengths and talents in my role?

What do I see as current or potential areas of development?

What are my growth and development objectives? (short-term and/or long-term)

Objective #1:

*Example: I want to broaden my understanding of women's concerns and challenges within construction project management
OR Improve my understanding of Excel to help me run reports more efficiently*

10/20/70	Action Item (see examples below)	Needed Resources/Support	Target Date
Formal Learning (10%)	Attend Financial Leadership Course to learn more about how our department supports the business	Sign up in LMS. Need Zach to approve request.	Attend next one in June
Learning from Others (20%)	Shadow Project Manager to gain better understanding of Construction Management Dept	Ask Zach to initiate conversation with CM Dept head. I can then coordinate schedule from there	By Feb 15
On-the-Job Experience (70%)	Schedule a field ride to several sites with Safety Super to learn more about field safety	Zach reach out to Safety Dept to figure out dates that work	By end of March

Objective #2:

*Example: I want to better manage my work stress to prevent it from negatively impacting my professional and personal relationships
OR I want to leverage my skills and knowledge to better train my field crew*

10/20/70	Action Item (see examples below)	Needed Resources/Support	Target Date
Formal Learning (10%)	Complete interviewing e-Learning courses around Unacceptable Questions to Ask, Defeating Unconscious Bias, and Diversity in Recruiting and Hiring	LMS courses prior to the interview process	Before interviews / end of Feb.
Learning from Others (20%)	Work with Talent Dept to write and post internship	Discuss with Talent Dept., getting approval and initial process for intern	Post job in January
On-the-Job Experience (70%)	Interview, hire and create a work plan for an intern I will manage this summer	Assistance from Zach in reviewing summer intern work plan	Hire: April Start: May

10% Examples: (eLearning/in-person courses, conference, Intercultural Development Inventory, NICET certification)

20% Examples: (become a mentor/mentee, coaching, job shadowing, join professional association, request feedback)

70% Examples: (work tasks, special projects, presentations, cross-functional training, networking)

Next IDP Meeting Date