

Example: Field Foreman with Current Role Objectives

Individual Development Plan Form

Team Member Name Steve Adams			Date	April 15, 20XX	
Supervisor Name Mattea Clark		Company	/ Branc	h American Fire Protection Group	
Role	Field Foreman		Departme	nent Contract	

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?

For now, I want to focus on becoming more effective in my role and helping others grow.

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

- Trade skills and many years of experience within the field.

- Working with our customers. They find me reliable and always willing to help.

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

- Learning to manage/reduce stress so that it doesn't strain job site relationships

- Understanding the office end of the business

- More intentionally sharing my knowledge and skills in developing apprentices

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

Objective #1: Share my knowledge and trade skills by mentoring an apprentice.

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

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10/20/70	Action Item (see examples below)	Needed Resources/Support	Target Date				
Formal Learning (10%)	Find a course on how to develop mentoring skills	Ask Dimitri / Mattea about options or suggestions	End of May				
Learning from Others (20%)	Meet with Dimitri (my former manager/mentor) to discuss his mentoring approach	Time commitment from Dimitri	May 15				
On-the-Job Experience (70%)	Select apprentice to mentor	Support from Mattea in taking some working time to begin mentoring	June 1				

Objective #2: Better manage my work stress to prevent it from negatively impacting my crew and job site

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%)	Find a stress management on-line or in- person course	Help from Mattea to identify the right course	April 30
Learning from Others (20%)	Ask for team feedback on when and how my stress levels are impacting others	Ask Angelo and Dominic if they'll provide feedback and help hold me accountable for improvements I commit to making	Immediate and ongoing
On-the-Job Experience (70%)	Identify which current responsibilities I could delegate to allow me more time for planning and safety-focused activities	Review my responsibilities with Mattea and brainstorm which items are most appropriate to hand off	July 30

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 September 1, 20XX

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