*Manager IDP*

**Individual Development Plan (Manager-Level)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_

Instructions:

1. Review **Job Description** and last **Performance Evaluation**
2. List development areas targeted by manager on performance evaluation: **Priority 1**
3. List additional development / improvement areas based on knowledge, skills and competencies indicated on job description or by manager: **Priority 2**

**Targeted Development Area 1:**

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| --- | --- | --- | --- | --- |
| Priority | Time Period | **Action Steps**  Classes / Workshops / Conferences  Webinars, E-Learning courses  Education / Certifications  Special Projects  Knowledge-Sharing with Peers in parishes  Mentor relationship  Leadership Opportunities | **Resources**  Money  Time  Materials  Software | **Status**  Awaiting approval  Completed  Review w/ Supervisor |
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**Targeted Development Area 2:**

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| Priority | Time Period | **Action Steps**  Classes / Workshops / Conferences  Webinars, E-Learning courses  Education / Certifications  Special Projects  Knowledge-Sharing with Peers in parishes  Mentor relationship  Leadership Opportunities | **Resources**  Money  Time  Materials  Software | **Status**  Awaiting approval  Completed  Review w/ Supervisor |
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**Targeted Development Area 3:**

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| Priority | Time Period | **Action Steps**  Classes / Workshops / Conferences  Webinars, E-Learning courses  Education / Certifications  Special Projects  Knowledge-Sharing with Peers in parishes  Mentor relationship  Leadership Opportunities | **Resources**  Money  Time  Materials  Software | **Status**  Awaiting approval  Completed  Review w/ Supervisor |
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