*Non-Manager IDP*

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

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

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

Instructions:

1. Review **Job Description** (and last Performance Evaluation, if applicable**)**
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:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority | Time Period | **Action Steps** Classes / Workshops / ConferencesWebinars, E-Learning CoursesEducationSpecial ProjectsKnowledge-Sharing with Peers in Entities Mentor Relationship | **Resources**MoneyTimeMaterialsSoftware | **Status**Awaiting approvalCompletedReview w/ Supervisor |
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**Targeted Development Area 2:**

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| Priority | Time Period | **Action Steps** Classes / Workshops / ConferencesWebinars, E-Learning CoursesEducationSpecial ProjectsKnowledge-Sharing with Peers in Entities Mentor Relationship | **Resources**MoneyTimeMaterialsSoftware | **Status**Awaiting approvalCompletedReview w/ Supervisor |
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**Targeted Development Area 3:**

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| Priority | Time Period | **Action Steps** Classes / Workshops / ConferencesWebinars, E-Learning CoursesEducationSpecial ProjectsKnowledge-Sharing with Peers in Entities Mentor Relationship | **Resources**MoneyTimeMaterialsSoftware | **Status**Awaiting approvalCompletedReview w/ Supervisor |
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