

INDIVIDUAL DEVELOPMENT PLAN

Purpose: The purpose of the “Individual Development Plan” is to foster communication for staff development. The IDP process involves regular two-way conversations between Managers/Supervisors and staff. Two-way conversations are those where both parties contribute openly to the conversation.

The purpose of the “Individual Development Plan” is to create an opportunity for a manager and a staff member to discuss and document development and training goals aligned to performance expectations and professional aspirations.

The interview should take about 30 minutes

INTRODUCTION

The purpose of the meeting is to:

- Uncover any current and future training and development needs as relevant to your role and involvement at Alzheimer’s Association.
- Capture any current and future training and development needs as relevant to your role and involvement at Alzheimer’s Association.
- Capture any current or future qualifications or skills as relevant to roles within the organisation for career progression
- Discuss any future goals that you may align with the Associations business objectives

When discussing with employees about training needs it is important to consider the following:

- Identify the employee’s greatest strengths and how they can be built upon more effectively to achieve their goals
- Identify any gaps that make it difficult for the employee to do their job or will prevent them from reaching their goals.
- Identify learning opportunities to support the performance expectations agreed in the planning and ensure the successful delivery of objectives.

Learning through experience



- On-the-job tasks
- Buddying with or shadowing others
- Secondments
- Special projects

Learning through others



- Coaching
- Mentoring
- Feedback
- Networking
- Communities of practice

Learning through Formal Training



- Workshops
- Webinars
- Articles and Case Studies
- Online videos
- eLearning

WHATS INVOLVED

Managers and staff member meet to discuss the Centres goals for the next 12 months and how the staff member can support the expected goals in their role.

Refer to Appendix 1 for the goals of the Centre for the next 12 months.

The Benefits:

- Ensure there is a common understanding of strengths and areas for development
- The staff member is supported and set up for success to achieve their goals

Staff Member Preparation:

- Before the conversation, the staff member should review their performance goals and consider the development you may need to help better achieve these goals
- Reflect on your aspirations and long-term career goals. Consider the development you may need to support these
- Engage in the conversation, ensuring it is a two-way conversation where you provide input and ideas
- Sign off on the IDP

Employee Name:	Date:
Employee Role:	Manager's Name:
Centre:	T&D Facilitator Name:

Aspirations	Short Term Goals (1 – 2 years)	Long Term Goals (2+ years)
<i>What are your aspirations and goals?</i> <i>Consider how the development goals you outline below will enable you to reach these goals.</i>		

DEVELOPMENT PLANS AND GOALS

At this point of the discussion, both employee and manager can discuss the coming year, review the previous year, and look at areas for growth or development. Please answer the following:

Development Goal Planning

Development Goal	Agreed Actions/Plan	Goal Outcome	Review Date	Completion Date
<i>What knowledge, skills, or behaviours do you need to develop? How will these help you with your role?</i>	<i>How will this be achieved? What are the agreed actions/steps? Development options may include: On-the-job experiences; Mentoring; Coaching; Buddying; Leader to instruct/show or provide examples, direction or feedback; Stretch assignment; Project involvement; Formal training</i>	<i>What does success look like? Is it measurable? What are the key metrics</i>	<i>When will you review how you are progressing with your goal</i>	<i>When will the agreed actions be completed</i>

Any Other Comments:

HR Use Only:

Individual Development Plan (IDP) – Review & Approval

	Name	Signature Approved	Date
HR Approval			
Referral to manager to facilitate approved IDP			
HR Notification	<input checked="" type="checkbox"/> Copy provided to organise training "Copy provided to HR for staff records" <input checked="" type="checkbox"/> External training/development requests forwarded to HR for approval		