

Individual Development Plan Template

INSTRUCTIONS

Read and delete this section before sharing the document.

This individual development plan template is designed to help the employee create their professional growth and development roadmap. Use it to set short- and long-term goals, identify skills gaps, detail the steps and milestones to achieving those goals, and the resources and support needed along the way. Both the employee and their supervisor should prepare for the meeting by outlining potential career paths for the employee and providing an overview of what they need to do to get there.

Employee name		Department	Human Resources
Job title	HR Generalist	Supervisor	

Goals to achieve

List the short- and long-term professional goals you'd like to achieve in the next three to 12 months.

Short-term goals	[List the most urgent/immediate goals you need to achieve to support you in your current role, such completing a relevant course.]
Long-term goals	[List the longer-term goals you should achieve to progress further in your current role or transition into another role.]

Competencies and skills

List your current relevant skills and identify the skills you need to develop to achieve your goals.

Goal	Current skills	Future skills
Fill HR Manager role	Interpersonal communication	Strategic thinking
[Goal 2]	[Relevant current skill(s)]	[Relevant future skill(s)]
[Goal 3]	[Relevant current skill(s)]	[Relevant future skill(s)]

Actionable steps and resources

Outline the actions, steps and resources you'll need to achieve your goals.

[Goal 1]	[List the actions and resources needed to achieve each goal, such as training, mentorship, courses, job shadowing, and external certifications.]
[Goal 2]	
[Goal 3]	

Success criteria

List the criteria for successful achievement of each goal; use concrete targets and measurable indicators.

Fill HR Manager role	<ol style="list-style-type: none">1. Demonstrate strategic HR leadership2. Master team and stakeholder management3. Gain leadership experience
[Goal 2]	[List of relevant criteria]
[Goal 3]	[List of relevant criteria]

Milestones and progress

Set clear milestones for each goal to evaluate your progress in toward achieving it.

Fill HR Manager role	<ol style="list-style-type: none">1. Successfully contribute to and help launch upcoming DEIB initiative.2. Serve as an HR representative in cross-departmental committees.3. Complete SHRM-SCP and CIPD Level 7 certifications.
[Goal 2]	[List of relevant milestones]
[Goal 3]	[List of relevant milestones]

Timeline

Set a realistic date or timeframe to achieve each goal in order to keep your development plan on track.

[Goal 1]	[Deadline / timeframe to achieve the goal]
[Goal 2]	[Deadline / timeframe to achieve the goal]
[Goal 3]	[Deadline / timeframe to achieve the goal]

Support and accountability

List your key supporters in the company who can offer guidance to help you achieve your goals.

Goal	Key supporters (names and designations)
Fill HR Manager role	
[Goal 2]	
[Goal 3]	

AIHR | Academy to Innovate HR

At the Academy to Innovate HR (AIHR), it is our mission to make HR future-proof by offering world-class, online education programs available anywhere, anytime.

- 100% Online & Self-Paced Learning
- Personal Career Coach
- Resource and Template Library
- HRCI, SHRM & HRDA Credits

[Learn More](#)

