**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.

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| **Employee name** |  | **Department** | Human Resources |
| **Job title** | HR Generalist | **Supervisor** |  |

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| **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.] |

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| **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)] |

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| **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] |  |



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| **Success criteria**  *List the criteria for successful achievement of each goal; use concrete targets and measurable indicators.* | |
| Fill HR Manager role | 1. Demonstrate strategic HR leadership 2. Master team and stakeholder management 3. Gain leadership experience |
| [Goal 2] | [List of relevant criteria] |
| [Goal 3] | [List of relevant criteria] |

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| **Milestones and progress**  *Set clear milestones for each goal to evaluate your progress in toward achieving it.* | |
| Fill HR Manager role | 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] |

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| **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] |

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| **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] |  |



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