



Individual Development Plan

The purpose the Development Planning form is to assist you in finding ways to maximize your strengths as well as to develop an action plan to be as effective as possible in your role at AGI. It is also designed to ensure your success in meeting your long-range and professional development goals.

Employee Name:	Employee Title:	Employee ID:
Managers Name:	Division/Location:	Date:

Top 3 Strengths

1.
2.
3.

Top 3 Key Development Focus Areas (Be sure to include career stallers/career stoppers)

1.
2.
3.

Career & Professional Development Goals:

Please describe your vision of your potential career path for the next 1-5 years.

What are some key goals regarding your career and professional growth for the next 1-2 years?

Definitions for Developmental Focus:



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- **Area to Develop** – Please list just one development focus area as you will be using the status updates column throughout the year to track your progress.
- **Success Indicators** – By the end of each targeted completion date, what accomplishments, improvements, or behavior changes would indicate that you have made measurable and meaningful and improvements I this development area?
- **Development Activities/Action Steps** – Please list each of the individual action steps that you will need to complete in order to reach your goals for this development focus area.
- **Completion Date Goal** – (Please list the date by which you plan to complete each individual action step or a begin date if it is ongoing.
- **Status Updates** – Use this column throughout the year to notate updates and actual completion dates

Developmental Focus Area # 1

Area to Develop	Success Indicators	Development Activities/Action Steps	Completion Date Goal	Status Updates

Developmental Focus Area # 2

Area to Develop	Success Indicators	Development Activities/Action Steps	Completion Date Goal	Status Updates

Developmental Focus Area # 3

Area to Develop	Success Indicators	Development Activities/Action Steps	Completion Date Goal	Status Updates

In what ways do you feel that your key strengths can assist you in meeting your developmental goals?



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Please list any potential obstacles or barriers that you feel may make it difficult for you to meet your development goals:

Employee/Manager Agreement:

1. What I need from my manager (to help reach my goals):

2. What my manager needs from me in order to best assist me in reaching my goals:

Other Comments:

Approved:

Employee Signature

Date:

Manager's Signature

Date:

Human Resources Signature

Date: