

# Individual Development Plan (IDP)

## Instructions

There are many tools and techniques available for developing a specific plan of action. If you are exploring either internship or career opportunities and preparing to use some of the methods mentioned, you will find the Individual Development Plan (IDP) an extremely helpful tool.

Guidelines for using the IDP or for any action plan:

- *Discussing* your plan with appropriate people.
- Actively *working* your plan.
- *Evaluating* your plan along the way.
- *Celebrating* the successes.

### **Goals of the IDP**

- Help you *prioritize and develop a plan of action* to reach your short- and long-term career goals.
- *Focus your personal efforts* in the areas that you have selected.
- Be used as an outline to help you *identify and use resources*.

- *Serve as an action plan* that is clear and achievable.

### **Putting an IDP into Action**

- *Discuss your IDP* with your career counselor and other appropriate individuals. Use this time to state your goals, clarify expectations and agree upon modifications as needed.
- *Take an immediate step* toward putting your plan into action and remain active.
- *Evaluate* the plan along the way and modify as needed.
- *Celebrate* your successes along the way!

# Individual Development Plan (IDP)

Name \_\_\_\_\_ Class of Date \_\_\_\_\_

| Goals<br>to be achieved   | Competencies<br>to be learned<br><br>or acquired | Actions<br>steps to take | Resources<br>what is needed<br><br>(contacts, time, etc.) | Time Frame |          |
|---|--|--------------------------|---|------------|----------|
|   |  |                          |   | Start      | Complete |
| <b>Short-range</b><br>Critical within 1 <sup>st</sup><br>Year at GSM                    |  |                          |   |            |          |
| <b>Mid-range</b><br>Important for<br>growth & progress<br>during summer<br>(Internship) |  |                          |   |            |          |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
| <b>Long-range</b><br>Critical for<br>achieving<br>immediate (out of<br>GSM) career goals<br>(2 <sup>nd</sup> Year) |  |  |  |  |  |