Individual Development Plan

An Individual Development Plan (IDP) empowers you to take ownership of your growth and align your capabilities with the strategic priorities of the organisation. Developed in collaboration with your manager, your IDP will help identify key development areas and establish clear, actionable steps to support your progression. By investing in your development, you contribute not only to your career success, but also to the effectiveness of your team, your department, and our shared ambition to become a world-class civil service.

Name:		Manager:	
Position:		Dates Covering:	

Development Objectives What knowledge, skills and behaviours can I develop to help me to deliver organisational objectives in my role or prepare for a future role? *If your function has a competency framework, refer to this to identify specific competencies for improvement*	**Development Activity** What will I do to achieve this? What training, experience, or on-the-job actions are needed to support this goal?	**Support** What resources or support will I need?	**Financials** What are the costs? Provide estimates if final costs are not yet available.	**Success Criteria** How will this be applied on the job to show that I have achieved my objective?	**Timing** Start and/or finish dates	**Review** When will I check the progress?
Objective 1						

Objective 2						
Objective 3						

Funding Requested: $ 0
(include actual or approximate costs of any programmes with fees attached)

Appointing Officer Signature:
(only if funds are requested)

Employee Signature: _____ Manager Signature: _____ Date finalised: _____