Guide to Your Individual Development Plan (IDP)

Talent Development

Welcome

An Individual Development Plan is a practical tool that helps you take ownership of your professional growth while aligning your development to organisational priorities. It allows you to focus deliberately on the capabilities that will enhance your performance today and prepare you for success tomorrow.

If this process is new to you, or if you need a quick refresher, please take a moment to review the sections below and use the questions to guide your reflections.

Reflecting on Strengths, Gaps and Development Areas

As you begin your IDP, take time to reflect on what you do well and where focused development would have the greatest impact on your performance and future growth. Consider recent feedback, work situations where you felt confident or stretched, and what your role will require in the coming 12–18 months.

Reflection Points:

What are my strengths? Which capabilities or behaviours help me perform well today?

Where do I need to grow? What habits or gaps limit my effectiveness or impact?

Which strengths should I further develop, and which gaps, if improved, would make the biggest difference to my performance or career progression? Identify the top three.

* If your function has a published competency framework, use it to assess which competencies are strengths and which require development.

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Approaching Your Development Through 70:20:10

Once development priorities are clear, the next step is to think intentionally about how you will build capability. The 70:20:10 learning model is a useful guide to planning development in a way that feels realistic and flexible rather than dependent on formal training alone.

70% Learning through experience [On-the-Job Learning]: Most development happens through doing. This includes volunteering for stretch assignments, leading new tasks, problem solving or applying new skills in everyday work.

20% Learning through others [Social Learning]: Growth accelerates when supported by people. Peer or formal coaching, mentoring, feedback conversations, community of practice participation, and observation of strong role models all fall in this category.

10% Formal learning: Courses, workshops, e-learning, reading, and professional certifications play an important role, particularly for building knowledge and structured foundations but they are most effective when paired with practice and support on the job.

When completing your IDP, focus on development activities that reflect a healthy balance across all three categories. A balanced approach across these categories helps create meaningful, lasting development. Relying on courses alone may not lead to sustained performance benefits.

Reflection Points:

For each development area, reflect on the different ways you could build capability. Consider real-work opportunities that would allow you to practise the skill, the people who could support your learning, and any formal learning that might strengthen your foundation. Explore which opportunities feel most relevant, feasible, and impactful in order to support meaningful progress.

Tip: On-the-job learning and application is the most impactful form of learning. Aim to include it in your final IDP.

Collaboration with Your Manager

The IDP belongs to you, but it becomes most powerful when developed in partnership with your manager. Together, you can confirm that your priorities align with organisational needs, ensure you have access to the right opportunities and support and maintain shared ownership of sustaining momentum. Once you have discussed and finalised your objectives together, create your personal development objectives and inlcude them in your performance agreement.

Keeping the IDP Active

The IDP is designed to guide development throughout the year, not only during performance cycles. Short quarterly or monthly check-ins help. Be sure to discuss your development and progress on your goals in your regularly scheduled performance conversations.

Happy learning.

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