

# Your Individual Development Plan (IDP)

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## **Introduction**

The Individual Development Plan (IDP) is a tool in which you detail three specific learning goals to be completed in order to meet your individual needs and the needs of your Local Health Department (LHD). You determine the activities and deadlines for each goal (ideally with guidance and/or approval) from your supervisor. The IDP allows you to identify skills to build and provides a way to measure attainment of skills and completion of learning tasks. Always remember that your Individual Development Plan is a living document which should be amended and altered as situations change.

## **Timing**

Your next IDP may have some flexibility in terms of the timing of your goals. For example, you may want to set some goals that you can achieve in six months and others that will take you two years to complete. You can choose how long you think it will take you to achieve each goal and you can also decide how frequently you will check in on the progress you are making towards those goals.

## **Resources**

One of the reasons goals may fail to be accomplished is because the resources (time, money, support) do not exist or are not as plentiful as originally expected. Be sure to know the resources you have easily accessible. Don't forget to adjust your goals as the resources available to you shift.

## **Accountability**

It may be helpful for you to have someone to serve as a peer coach for you as you work towards achieving your goals. This person may be your supervisor, a peer in a similar role, or someone from a partner agency. This person can help you stay on task with the work you will be doing towards achieving your goals and can help you adjust your goals as needed. This person may know of resources you can access while working to achieve your goals and may provide a sounding board in situations when achieving your goals seems like a task that you may not be able to accomplish.

## Things To Consider While Developing Your IDP

- 1) **Goals:** What are your professional and personal goals at this stage of your career?
- 2) **Resources and Information Needed:** To achieve the specified goals, what resources and/or information is needed?
- 3) **Evaluation Criteria and Benchmarks:** How will the goals be achieved this year? Specify criteria or benchmarks to reach.

### Remember, goals should either have a VISTA or be SMART:

<b>V</b> - Visualized	<b>S</b> - Specific
<b>I</b> - Inspiring	<b>M</b> - Measurable
<b>S</b> - Specific	<b>A</b> - Agreed Upon
<b>T</b> - Time-bound	<b>R</b> - Realistic
<b>A</b> – Assessable	<b>T</b> - Time-bound

## Remember the Roadblocks

### *The goal:*

- Requires on-going effort without a natural deadline
- Faces a potential lack of cooperation from partners (e.g., community, local government)
- Competes with time commitments, workload, and more pressing duties
- Takes longer than expected/is defined too broadly
- Becomes irrelevant/circumstances change

### *The resources:*

- Encounter budget cuts
- Staff and community partners change positions
- Travel is no longer feasible

### *The evaluation criteria:*

- Are defined too broadly or too specifically
- Are not time sensitive

## Moving Ahead

On the following pages, you will find space for you to define your goals, activities, timelines and accountability measures. Feel free to use whichever format works best for your style. We hope this will help you help you be successful as you continue to develop your skills as a local health professional.

**Goal:**

**Activities:**

- 1.
- 2.
- 3.
- 4.

**Key Milestones or Due Dates:**

- 1.
- 2.
- 3.
- 4.

**Ways to Measure Success:**

- 1.
- 2.
- 3.
- 4.

**Potential Roadblocks:**

- 1.
- 2.
- 3.
- 4.

**Peer Coach:**

**Goal:**

**Activities:**

**Key Milestones and Due Dates:**

**Potential Roadblocks:**

**Ways to Measure Success:**

**Peer Coach:**