

Track Progress Against
Your IDP

Instructions: Use the following tips to ensure that your development plans are relevant and reflect the skills and capabilities you want or need to build.

- ✓ **Set up Meetings with Your Manager:** At the end of the day, it's *your* development and *your* career. You are responsible for proactively ensuring that your development is in line with your own performance expectations or career aspirations.
- ✓ **Take the Time to Review Your Plan Before You Meet with Your Manager:** As you examine your development plan, ask yourself the following questions:
 - Do I have to set new goals or milestones because I reached the old ones?
 - Are my milestones or goals still achievable, or do I need to readjust the timeline?
 - Have I had any changes in my projects or job responsibilities that make any of my development areas irrelevant?
 - Have new strengths or development opportunities come to light that would serve as better areas of focus for our efforts?
 - Can I provide my manager with concrete examples as I make the case for amending my development plan?
- ✓ **Send Your Manager Any Major Changes in Advance:** Don't surprise your manager with major changes during the meeting. Give him or her the opportunity to review your proposals. It could be that you are in complete agreement, or it could be that your manager perceives your progress differently. Either way, advance warning provides for a more constructive discussion about your development.
- ✓ **Leave the Meeting with a Balanced Plan:** Make sure you leave all meetings with a firm belief that your plan balances current performance expectations with future career aspirations and challenges you to build on your strengths and development areas.
- ✓ **Review Where Your Manager Can Provide the Most Help:** Take the time to review your discussions to date, and see if they have aligned with your development areas. If you wish to make changes to your development plan, you should be prepared to discuss how your manager can best help you achieve any new goals.