

Implement Your IDP

Instructions: Pair with a partner and take turns asking each other the following questions. Discuss your answers and make alterations to your draft IDP, if necessary.

Development Plan Checklist	
Development Goals	<input type="checkbox"/> Have I shared the plan with my manager and incorporated his/her feedback?
	<input type="checkbox"/> Do I focus on the skills I'll need to successfully do my job now and those I'll need to achieve my career goals?
	<input type="checkbox"/> Do I focus on continuing to build my strengths at least as much as I focus on closing any gaps?
	<input type="checkbox"/> Does this development plan push me to the edge of my "comfort zone"?
Action Steps	<input type="checkbox"/> Have I identified a clear action plan that will help me reach my development goals?
	<input type="checkbox"/> Have I made sure that at least 80% of my action steps are tied to my day-to-day job responsibilities and project assignments and fewer than 20% are training programs?
Success Measures	<input type="checkbox"/> Have I shared my development goals with others so I can measure progress along the way?
	<input type="checkbox"/> Have I created realistic and achievable metrics to measure my progress?
	<input type="checkbox"/> Have I tied the metrics to realistic deadlines to assess my progress?
	<input type="checkbox"/> Have I created milestones to ensure I'm on track?