

Creating an Individual Development Plan

STEP 1: PERSONAL DEVELOPMENT REFLECTION

1. In your current role, what are you good at? How can you get better at those things?
2. What new skills or abilities would you like to learn in the next year? How can you learn those things?
3. What do you want out of your work? Where do you find purpose?

STEP 2: IDENTIFY ONE SPECIFIC GOAL

Example: Improve public speaking skills, learn 2 strategies to communicate more effectively in meetings with leaders by March 31, 2023.

Your Goal:

Tip: Try to make your goal SMART: Specific, Measurable, Attainable, Relevant, and Time Bound!

STEP 3: ADD LEARNING ACTIVITIES TO ACHIEVE GOAL

Here are some examples of activities you can do to assist in your own career development:

- Join a LinkedIn Group for the topic you're interested in
- Attend webinars on your chosen topic
- Cross train in another department or function
- Read books on the topic, check your local library
- Listen to podcasts on the topic
- View a LinkedIn Learning training on the topic
- Enroll in a GW program or course utilizing tuition remission