

ANR INDIVIDUAL DEVELOPMENT PLAN (IDP) WORKSHEET Part Two

Research shows that most workplace learning occurs on the job, not in a classroom. An effective IDP includes development activities that include learning by doing, learning from others, and classes and e-learning.

Developmental Goal:		Skill, Knowledge, Competency to be Developed:	
Type	Development Activity	Description	Resources
Learning by Doing: On-the-Job Development			
Learning from Others			
Classes, E-learning, Education, Readings			

	Short-term	Mid-Term	Long-Term
	What do I want to accomplish in the first year?	What do I want to accomplish in 1 to 2 years?	What do I want to accomplish in 3-5 years
<p>Section 1. Competencies or Skills</p> <p>What overall goals do I want to achieve in this time period?</p> <p>Example: Become an Analyst, learn computer graphics</p>			
<p>Section 2. Skills and Knowledge to be Learned</p> <p>What specifically do I need to learn? For what project(s) am I responsible?</p>			
<p>Section 3. Learning Activities</p> <p>How will I obtain the skills and knowledge? How am I going accomplish this project?</p>			
<p>Section 4. Start</p> <p>When will I start (class, workshop, training)?</p>			

	Short-term What do I want to accomplish in the first year?	Mid-Term What do I want to accomplish in 1 to 2 years?	Long-Term What do I want to accomplish in 3-5 years
Section 5. Completion When is my estimated completion?			
Section 6. Learning Success Criteria How will my supervisor and I know I have accomplished learning?			
Section 7. Resources What resources do I need? Example: Release time; funding			
Section 8. Cost Does ANR fund or provide the learning activity? Is training available on UC Learn?			
	TOTAL COST:	TOTAL COST:	TOTAL COST:

Comments/Notes:

Employee Signature

Supervisor/Manager Signature

Date on which IDP was agreed upon

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