



# Professional Development



Office of Professional Development: Room 348 Collin College Higher Education Center  
3452 Spur 399, McKinney, TX 75069

## Individual Development Plan

### CORE VALUES

*We have a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity*



*“Set priorities for your goals...A major part of successful living lies in the ability to put first things first. Indeed, the reason most major goals are not achieved is that we spend our time doing second things first.”*

Robert J. McKain – Author of “Realize your potential”

## INDIVIDUAL DEVELOPMENT PLAN

An individual development plan can assist you in planning your career. It can also be used as a point of discussion with your supervisor as you plan your goals in conjunction with your performance appraisal.

You play an important role in helping the college achieve its mission and goals. Take time to examine your role and how it relates to the successful accomplishment of the strategic plan and look at ways to enhance your skills.

Collin County Community College (Collin) is committed to the professional development of all staff. Within the framework of the office of Professional Development, many opportunities are available for improving the quality of your professional activity and career potential. In your department, your supervisor can also help you find professional resources for knowledge and skill enhancement.

The purpose of the **individual development plan** (IDP) process is to stimulate useful introspection and focus your planning. This IDP offers you a voluntary means to analyze your own professional development needs, set specific short- and long-term goals and decide which opportunities best support those needs and goals. Learning is one of Collin's core values and the IDP supports this continued professional growth. Your IDP can also assist your immediate supervisor in supporting your development.

If you have questions about a particular section of the worksheet, or if you have questions about its use, please contact the office of Professional Development at extension 3158 or [seadie@collin.edu](mailto:seadie@collin.edu).

## Eight Step guide to developing your leadership skills

- 1- Define the competencies that are required for you to succeed in your career path.
- 2- Seek out feedback.
- 3- Be motivated.
- 4- Get specific on what you want to achieve.
- 5- Create a plan – and put your plan in writing.

- 6- Fill the gap or gaps with every learning method available.
- 7- Question all you do and the purpose of it.
- 8- Be curious, be open to new experiences, try new things, experiment, and take pride in being able to tackle the new and unknown.

### DEFINITION OF TERMS

**Short-term** – will be accomplished within one to two years.

**Long-range** – reachable within a three to five year period.

**Professional goals** – activities which will contribute to the effectiveness of what you are currently doing or will be required to do in the near future; e.g. a staff member who wants to become literate in various software programs to improve the operations of the department or will be required to do in the near future.

**Career goals** – activities undertaken to enhance your current position while preparing you for a career beyond what you are currently doing; e.g. evaluating skills needed to achieve your long-range goals and planning to learn or enhance those skills.

**Personal goals** – activities you want to undertake because they will improve your personal life and thus improve your professional productivity; e.g. time management skills, wellness activities, etc.



### Smart Goal Setting

- S = Specific
- M = Measurable
- A = Attainable
- R = Relevant
- T = Time-Based

## MAIN COMPONENTS OF AN EMPLOYEE DEVELOPMENT PLAN

**Top 3-5 Objectives:** List your top 3-5 goals or objectives. The aim is to help you focus on your top priorities for the year. This section forms the foundation of your development plan and provides the linkage between your needs and that of the department or college. If you don't know what your goals are or have difficulty creating them, ask your manager for her input.

**Core Competencies:** These are skills and knowledge you need to be successful in a position and can be a combination of both leadership and technical/discipline competencies. You should find out what core competencies you need for your position and list them in the employee development plan.

**Competency Gaps:** Review your competence level and list those competencies that need further development and the specific gaps you have within each competency. This exercise should be closely tied to your goals and objectives such that the competency you are planning on developing will enable you to achieve better business results. This is a continuous process where you review your key goals and objectives, assess the core competencies you will need for them and, if there are any gaps, identifying the gaps in your employee development plan.

**Plan to close each gap:** An important aspect of your development plan is what you plan on doing to close each of your core competency gaps. There are a variety of career development techniques you can use depending on the type of gap you are trying to close. Select the most appropriate.

**Target completion and status:** Use this section of your employee development plan to record the date of when you intend on closing your competency gap.

**Manager involvement:** Your development plan is not complete unless you have reviewed it with your supervisor. After all, you will need your manager's support in implementing the plan and the earlier you get his involvement the better it will be.

***“Why not increase your chances of success ten times simply by putting your development goals in writing? Do it. It's the best investment you'll ever make.”***

*Dan McCarthy – Dir. Of Executive Development Programs at the Whittemore School of Business*

## DEVELOPMENT TIPS

**Prioritize:** Identify development areas that will add the greatest value and make a significant impact.

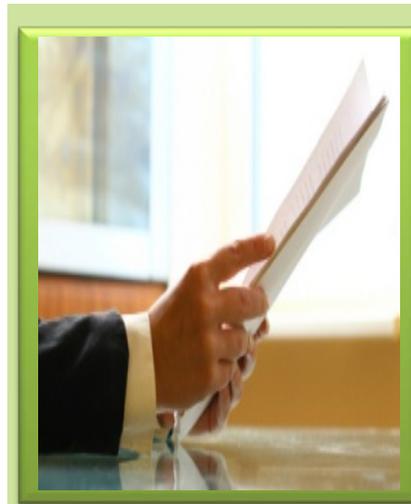
**Implement Something Every Day:** Chip away in bite-sized pieces. Spending even 5 minutes a day will make development a part of your daily discipline.

**Seek Feedback and Support:** Learn from others. Ensure that feedback is relevant to your development priorities.

**Face your Barriers:** Address any barriers that may keep you from your development priorities.

**Take Time to Reflect:** Ask yourself what worked and what didn't work and why.

**Transfer Learning into Next Steps:** Continue to focus on mastering a specific area, and then share this knowledge by teaching it to others. Regroup and focus on new goals and development activities as appropriate.



## HOW TO WRITE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)

**1-Start with a goal; have a reason to develop** – There needs to be some kind of reason to develop. If there's no reason to improve – or no motivation, then there's no reason to have an IDP.

**2-Identify what you want to learn or get better at** – Identify the three most important competencies (skills, knowledge, attributes) that you want to work on in order to achieve your goal.

**3-Identify “development actions” to address needs** – Identify your goals and address your needs to reach them, then, identify any courses, books, or websites on the topic you want to learn.

**4-Determine dates, costs, and who's responsible for what-** The dates help you get specific and keep your commitment. Any costs need to be approved by your management. While you'll be responsible for most of your plan, your manager may have a few things he/she commits to doing to support you.

**5-Discuss your plan with your supervisor-** It usually helps to get your manager's feedback, involvement and support; if not available or you prefer not to do this, find a trusted coach or peer to talk it over with.

**6-Implement the plan, follow-up often, and reflect on what you've learned.**

## Professional Profile – Assessment of Self



**A. Strengths, interest and areas of proficiency**

**B. Areas of potential growth (Do NOT concentrate on weaknesses, unless they are critical for current job performance. Instead, look at strengthening areas of interest or increasing proficiency.)**

**C. What is your passion?**

## INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employee Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Date Developed: \_\_\_\_\_ Date First Revised: \_\_\_\_\_ Date Last Revised: \_\_\_\_\_

### A. Key Objectives and core competencies

Short-Term Career Goals (SMART goals: Specific, Measurable, Attainable, Relevant, Time-Based)	
Career Goals (New position, area of interest, etc.)	Competencies/Skills/Knowledge needed to achieve Goal
1-	1- 3- 2- 4-
2-	1- 3- 2- 4-
3-	1- 3- 2- 4-
4-	1- 3- 2- 4-
5-	1- 3- 2- 4-

## B. Competency Gaps and Action Plan

**Strength to Leverage – Select at least one strength to continue to build upon**  
**Area to Develop – Focus on areas to develop that are critical to your performance; select 1 or 2 areas to work on at one time**

List top 3-5 core competencies/skill/knowledge that need to be developed in order to achieve your goals	Developmental Activities/Action Steps (assignments, coaching, formal training)	Manager's role, involvement of others (if applicable), costs, time needed for training, etc.	Target completion date	Status (as of targeted completion date)
1-				
2-				
3-				
4-				
5-				

**C. Comments/Notes –to be noted during Manager and Employee Discussion/Review**

<b>Employee Comments</b>
<b>Manager Comments</b>

Next Development Plan Review Date (should be every 3-6 months): \_\_\_\_\_

**First Discussion**

Manager's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

**Second Discussion**

Manager's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Please use this page if additional space is needed for greater detail.