

CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL



Individual Development Plan (IDP) Worksheet

New employees should complete an IDP within their first 30 days on the job concurrently with their initial performance plan. References: DoDI 1400.25-V431 Section 3.3 and DAFMAN 36-142, Section 4.2.

Developmental Goals:

1 st Year Goals	3-5 Year Goals
What is your goal? <ul style="list-style-type: none"> Complete all Mandatory Trainings Attend at least two "Developing Better Civilians (DBC)" webinars 	What is your goal? <ul style="list-style-type: none"> Start/Complete my degree Reach advanced level in my communication skills
When do you want to achieve this goal? Enter in actual dates for each goal listed above.	When do you want to achieve this goal? Enter in actual dates for each goal listed above.
How do you plan to achieve this goal? <ul style="list-style-type: none"> I have downloaded the list of mandatory training from NEO and I will attend 1 to 2 trainings each month checking them off as I go. I have downloaded the DBC Webinar schedule and will place at least 2 of these webinars on my calendar and attend. 	How do you plan to achieve this goal? <ul style="list-style-type: none"> I will start/finish taking classes using the Govt. provided Tuition Assistance (TA). I will take at least 1 course such as Motivating Action with a Compelling and Data-driven Story
What is your goal?	What is your goal?
When do you want to achieve this goal?	When do you want to achieve this goal?
How do you plan to achieve this goal?	How do you plan to achieve this goal?

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Educational Goals:

1 st Year Goals	3-5 Year Goals
<p>What is the education, training or certification you want to start/complete?</p> <ul style="list-style-type: none">• Complete 3 microlearnings in the CLDS "How to Communicate with Your Boss" series• Attend CLDS's Self-paced Introduction to Performance Mgt. Coaching on My Learning	<p>What is the education, training or certification you want to start/complete?</p> <ul style="list-style-type: none">• I will take at least 2 courses in the CLDS's Civilian Development Learning Path.
<p>When do you want to start/complete this education, training or certification?</p> <p><i>Enter in actual dates for each goal listed above.</i></p>	<p>When do you want to start/complete this education, training or certification?</p> <p><i>Enter in actual dates for each goal listed above.</i></p>
<p>What is the education, training or certification you want to start/complete?</p>	<p>What is the education, training or certification you want to start/complete?</p>
<p>When do you want to start/complete this education, training or certification?</p>	<p>When do you want to start/complete this education, training or certification?</p>

After discussing this plan with your supervisor, either place this information into MyVector (<https://myvector.us.af.mil/>), or if you don't have computer access complete the IDP process by ensuring both you and your supervisor sign below. Ensure your supervisor has a copy for your records and you have a copy that you update as you complete your goals.

Employee Signature/Date	Supervisor Signature/Date
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<https://myvector.us.af.mil/DevelopmentPlan/Home>