

# Individual Development Plan

## What: Your Personal Development Goals

Consider the competencies that outline the skills, knowledge and competencies that represent great performance in your current role and/or a role to which you aspire. Based on feedback from your 360, peers and/or other colleagues, select at least two areas in which you would like to develop. You may focus only on your current role, or you might select one area that applies to your current role and one area that is more aspirational. Write specific goals describing how/what you want to change or improve.

Ask yourself: What can I do differently/better that would make the greatest positive impact in my work? What development priorities will give me the greatest leverage in improving my individual leadership and management competencies or my organization's performance?

Goal 1

**Improve my ability to balance management and leadership, delegate, and engage in healthy conflict and tension with others.**

Goal 2

**Develop my personal purpose statement, and determine how to integrate it with my strengths, current role and future career plans.**

Goal 3

**Manage my personal health and work-life "balance" in order to be most effective at within both work and family.**

Goal 4

## How: Action Steps You Will Take to Meet Your Goals

Identify what you need to stop doing, start doing and keep doing in your work. These short-term actions will contribute directly to your long-term goals.

1. Plan your actions.	
Every time I see the following situations:	...I will take the following action:
1. A "busy" week of meetings and deadlines, yet "important but not urgent" goals as well	Delegate to others (Marco, Susan, Lupe and Program Directors), utilizing delegation model  Set aside specific time each week for "important but not urgent" goals and tasks
2. I have critical feedback for others and/or need to take responsibility for a mistake	Take time to plan communication, but make sure not to avoid (schedule within 48 hours)  Practice stepping outside of "self" and consider overall relationship and growth of all individuals
3. I am nervous about inspiring others	Utilize Complete Approach tools and take time to plan communication
4. I am feeling "lost" in work without purpose or inspiration to succeed	Review personal purpose statement and career plans
2. Anticipate obstacles.	
Obstacle/Barrier	Solution
1. I am feeling overwhelmed, high levels of anxiety and/or low-energy	Exercise, at least 3 times per week for 30 minutes
	Write morning pages (free-form journal entries)
	Make time to be creative on weekends or evenings
3. Leverage strengths.	
Strength	How it will help me achieve my goals?
1. <b>Connectedness</b>	Help people see the connections among their talents, their actions, their mission, and their successes.
2. <b>Positivity</b>	When others become discouraged or are reluctant to take risks, your attitude will provide the impetus to keep them moving.
3. <b>Input</b>	Your mind is open and absorbent. You naturally soak up information in the same way that a sponge soaks up water; be aware of the individuals and groups that can most benefit from your knowledge, and be intentional about sharing with them.

## Who: Resources and Support for Achieving Your Goals

**How will I draw on my coach, peers and others to track my progress, gather advice and feedback and support my learning?**

- Meet with Andrea weekly for supervision meetings: review ongoing progress of work-plan and Individual Development Plan
- Utilize Peer Coaching calls to bring issues of conflict or tension and receive support
- Meet monthly with Jorge (accountability buddy)
- Receive coaching from Leslie about Fund Development, story-telling and developing relationships with funders
- Work with Ivan with *The Complete Approach* utilize his coaching and communication tools
- Work with Maria (long-time coach) to explore issues of tension, authority and power
- Work with *Common Good Careers* or other career coach to receive support in developing my personal purpose statement and career goals
- Check in every-other week with Sam (long-time mentor) and Laurie (partner) to discuss personal health practices
- Start a Fathers group that meets monthly to discuss the challenges and rewards of being working fathers and partners
- Utilize staff I supervise, and the leadership Team as a place to share learning and tools (and utilize my "Input" strength)

**Who will I ask to support me? Who do I know who already possesses the competencies I want to grow?**

Marco, Susan, Lupe, peer coaching circle, Andrea, Jorge, Ivan, Maria, Career Coach, Sam, Fathers Group, Laurie

**Who should I share this development plan with?**  
Maria, Laurie

## Acknowledgement

**What will be the impact of meeting my development goals on me and my career?**

I will have a more clear career path and purpose surrounding my contribution in the world, utilizing my strengths and talents  
My learning and growth will support me to be a better partner and father  
I will be more confident in my work and communication with others

**How will my organization benefit from the changes/improvements I have identified?**

I will be more effective in my communication, leadership and management  
I will share my learning and tools gathered with others

**How will I celebrate when I meet my goals?**

Weekly/monthly acknowledgements with Marco  
Celebratory dinner with Laurie  
Celebratory lunch and reflection with Andrea

## Accountability

**When will I begin taking action to meet my goals?**

10/1/12

**When do I expect to see significant progress? (Milestone commitments.)**

Goal #1: All initial coaching conversations with Ivan and Maria by Oct. 31; 360 degree evaluation by Feb. 28

Goal #2: Initial career coaching meeting by Nov. 16; New Individual Purpose Statement drafted by Dec. 31

Goal #3: New exercise routine established by Oct 31; Fathers Group started by Nov. 16

**How will I evaluate my progress?**

Review overall plan at least monthly with Andrea; and in January with Laurie

Goal #1: Conduct a 360 degree evaluation with colleagues in February 2013

Goal #2: I will have a written purpose statement which I receive positive feedback about from colleagues and peers / staff

Goal #3: Review progress with Laurie, Sam and Fathers group and request feedback about how they've seen me grow / develop

**How will I update my development strategy and learning plan? When will I review my plan with those who helped me create it?**

Create a second version if needed after receiving feedback from Sam and Andrea

Revise in January if needed after review with Maria

**How will I leverage what I learn?**

Share learning and tools with On The Move, specifically with those I supervise and Leadership Team