

# Individual development plan

(insert organisation / logo)

Employee's details						
Employee's name:				Current role		
Position details						
Major tasks of position	Training/skills development required?		If yes, identify what training needed	How will this be achieved? (e.g. on the job, external training, online, conference)	When?	Who to organise? Training provider?
	Y	N				
<b>What do we want to achieve in the period ahead? (over the next 6 months / next 12 months)</b>						
<b>Where can you/we see you progressing in the next two years?</b>						
<b>How are we going to make this happen?</b>						
<b>What will you need from the company to assist you to reach your goals?</b>						
<b>Other comments?</b>						
Agreed by						
Employee				Date:		
Manager / Supervisor				Date:		

For more information on this topic, refer to **Chapter 3. Induct, Train and Develop** of Your Workforce – a guide for Northern Territory Employers.