# Individual development plan (insert organisation / logo)

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| **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 |
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| **What do we want to achieve in the period ahead? (over the next 6 months / next 12 months)** | | | | | | | | | | | | |
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| **Where can you/we see you progressing in the next two years?** | | | | | | | | | | | | |
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| **How are we going to make this happen?** | | | | | | | | | | | | |
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| **What will you need from the company to assist you to reach your goals?** | | | | | | | | | | | | |
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| **Other comments?** | | | | | | | | | | | | |
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| **Agreed by** | | | | | | | | | | | | |
| Employee | |  | | | | | | Date: | | | |  |
| Manager / Supervisor | |  | | | | | | Date: | | | |  |