# 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?** |
|  |
| **What will you need from the company to assist you to reach your goals?** |
|  |
| **Other comments?** |
|  |
| **Agreed by** |
| Employee |  | Date: |  |
| Manager / Supervisor |  | Date: |  |