

Individual Development Plan (IDP)

12-Month Career Growth & Learning Framework | HR Kingsman — Arseel Nasher

■ The IDP is co-owned by the employee and manager. It should be reviewed quarterly. Development activities should use the 70-20-10 model: 70% on-the-job experience, 20% coaching and feedback, 10% formal training.

■ EMPLOYEE INFORMATION

Employee Name		Job Title	
Department		Direct Manager	
IDP Period		Review Date	
Career Goal (3–5 years)		Current Level	

■ CURRENT STRENGTHS TO LEVERAGE

#	Strength	How Currently Applied	How to Leverage Further
1			
2			
3			

■ DEVELOPMENT PRIORITIES

#	Development Need	Why Important for Career Goals	Priority
1			■ High ■ Med ■ Low
2			■ High ■ Med ■ Low
3			■ High ■ Med ■ Low

■ DEVELOPMENT ACTION PLAN

Development Goal	Activity Type	Specific Action	Resources	Timeline	Success Measure
Goal 1:	■ On-the-job ■ Mentoring ■ Training ■ Project				
Goal 2:	■ On-the-job ■ Mentoring ■ Training ■ Project				
Goal 3:	■ On-the-job ■ Mentoring ■ Training ■ Project				

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■ QUARTERLY PROGRESS REVIEW

Quarter	Key Progress Made	Obstacles Encountered	Adjustments to Plan
Q1			
Q2			
Q3			
Q4 / Year-End			

■ SIGN-OFF

Role	Name	Signature	Date
Employee			
Manager			
HR			