

CivicAction DiverseCity Fellows Individual Development Plan (Template)

Key Development Messages

Summarize the key feedback and development messages from your 360 and Hogan results, and conversations with your manager and others. Pick the top 3 most important themes.

- 1.
- 2.
- 3.

Strengths

Development planning is generally about identifying what you do well, and learning how to amplify that to get extraordinary results. ***“Playing to your strengths”*** also involves learning how to combine and leverage your capabilities to improve overall effectiveness.

List your key strength areas. These can be technical skills, interpersonal competencies, your management style, leadership and character aspects, personal qualities, etc.

- 1.
- 2.
- 3.

Opportunities

The flip side of “*playing to strengths*,” is learning how to “*manage opportunities for improvement*.” To grow as leaders it’s important for us to become more aware of our opportunities for growth and development, and understand the situations (often stressful) that can trigger our “shadow side” and potentially derail us.

What are your areas of opportunity? What types of stress might trigger your derailers? Are there specific situations where these development areas will have greater negative impact?

List your top three opportunities for growth or areas of vulnerability.

- 1.
- 2.
- 3.

The Plan

What do you want to work on? Translate your development opportunities into specific learning objectives and action plans. Focus on the personal development aspects and behaviours you want to master. Use **S.M.A.R.T.** objectives to ensure the learning plans are **Specific, Measurable, Actionable, Realistic, and Time bound**.

Limit your development plan to 2-3 core themes. Use the template to develop your learning Objectives. **Note:** We added an additional column “Support Required.” This focuses on what others (your manager, your peers, etc.) can do to help you achieve your learning objective.

Learning Objective	<i>What is your specific goal related to this opportunity?</i>	<i>How will you measure success?</i>	<i>What action will you take? (Break into steps if needed)</i>	<i>Why is this meaningful for you?</i>	<i>When will you have this completed?</i>	<i>Support Required: "Others can help me achieve my objective by..."</i>
1. To...						
2. To..						
3. To...						