

INDIVIDUAL DEVELOPMENT PLAN-Sample (Instructions on Reverse)		1. EMPLOYEE'S NAME Public, John Q. E-Mail: john_q_public@nw.hroc.navy.mil	2. Telephone Number: DSN:
PRIVACY ACT STATEMENT General - This Information is provided pursuant to Public Law 93 - 570 (Privacy Act of 1974). Authority -Government Employees Training Act of 1958 (U.S. Code, Title 5, sec. 41101 to 41115). Purpose and Uses - The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.		3. CURRENT POSITION TITLE SERIES AND GRADE Supervisory Electrical Engineer, GS-XXX-13	
		4. ORGANIZATION Puget Sound Naval Shipyard Shop 500 – 1234 John Paul Jones Court Bremerton, WA 98312-0000	
		5. DEVELOPMENTAL EXPERIENCES NEEDED FOR (Check One) ☐ a. MORE EFFECTIVE PERFORMANCE IN PRESENT OR FUTURE POSITION (S) ☐ b. MORE PARTICULAR DEVELOPMENTAL EXPERIENCES DESIRED/NEEDED AT PRESENT TIME	
6. DEVELOPMENTAL OBJECTIVES /GOALS			
a. SHORT TERM (Forthcoming Year) Gain knowledge of personnel policies and procedures for paying, appraising, and developing employees. Develop supervisory skills in teambuilding, setting goals and objectives, planning and conducting team meetings, managing and resolving team conflict.		b. LONG TERM (Following Three Years) Develop managerial skills and knowledge of organizational effectiveness to improve processes.	
7. METHOD OF ACCOMPLISHMENT OF OBJECTIVES / GOALS			
a. DEVELOPMENTAL ASSIGNMENTS (Include scheduled dates and facilities) OJT training by Department Head in completing site surveys, 21-22 August 20XX. Two week detail to NAVSEA to learn about training requirements for Engineering Apprentices, 18-29 September 20XX.	b. FORMAL TRAINING (Include scheduled courses and dates) “Introduction to Supervision,” 5-8 September 20XX “Supervisor’s Role in HR Management,” 5-8 December 20XX “Speaking With Power, Poise, and Presence,” 21-22 March 20XX	c. OTHER ACTIVITIES (Include scheduled dates and describe activities) View video “After All, You’re the Supervisor,” 24 min Read “Stepping Up to Supervisor” by Marion E. Haynes	
8. REMARKS			
9. EMPLOYEE'S SIGNATURE (IDP concurred by employee)		Date	10. Supervisor's Signature (IDP concurred by supervisor)
			Date