

Individual Development Plan (IDP)

SAMPLE

10/01/2012 to 09/30/2013

Training Reason	Developmental Activity	Description	Training Cost	Travel Cost	Total Cost	Hours	Start Date/Completion Date
Short Range Goal 1: Enhance Leadership Skills							
Development	Mentoring	Receive mentoring from a higher grade employee (s) and provide mentoring to lower grade employee(s).	0	0	0	TBD	1/1/2013
Development	Instructor led	EM Leadership Excellence Program – Interpersonal Communication Skills	0	0	0	8	6/15/2013
Development	Instructor led	Federal Executive Institute (OPM): Leadership for a Democratic Society	\$18,300	0	0	30 day residential	TBD
Development	Shadowing	Shadow one or more SES employees for one or two day period to learn leadership techniques.	0	0	0	TBD	TBD
Short Range Goal 2: Improve project management skills and expertise by attending Project Management Certification Development Program to obtain Level 1 Federal Project Director Certification							
Development	Instructor led	Environmental Compliance Bootcamp	0	0	0	40	TBD
Job Specific	Video	Project Management Essentials	0	0	0	70	TBD
Short Range Goal 3: Gain knowledge and understanding of how Headquarters and the field interact to improve the working relationship and communications between the two							
Development	Detail	Do rotational assignment to field site to gain insight into field perspectives.	0	0	0	80	7/12-23/2013
Development	Site Visit	Work with assigned field site to learn the site's unique history and then work to characterize and remediate groundwater soil contamination.	0	\$10,000 (quarterly visit @ \$2,500 each)	\$10,000	160	TBD
Long Range Goal 1: Develop superior communication skills to better convey technically complicated Departmental issues to a wide variety of audiences							
Development	Classroom	Developing a Leadership Communication Strategy	\$2,000	\$2,000	\$4,000	40	9/13-17/2013