Individual Development Plan Template

Employee name		Department	Human Resources
Job title	HR Generalist	Supervisor	

Goals to achieve
List the short- and long-term professional goals you'd like to achieve in the next three to 12 months.

Short-term goals	[List the most urgent/immediate goals you need to achieve to support you in your current role, such completing a relevant course.]
Long-term goals	[List the longer-term goals you should achieve to progress further in your current role or transition into another role.]

Competencies and skills
List your current relevant skills and identify the skills you need to develop to achieve your goals.

Goal	Current skills	Future skills
Fill HR Manager role	Interpersonal communication	Strategic thinking
[Goal 2]	[Relevant current skill(s)]	[Relevant future skill(s)]
[Goal 3]	[Relevant current skill(s)]	[Relevant future skill(s)]

Actionable steps and resources
Outline the actions, steps and resources you'll need to achieve your goals.

[Goal 1]	[List the actions and resources needed to achieve each goal, such as training, mentorship, courses, job shadowing, and external certifications.]
[Goal 2]	
[Goal 3]	

Success criteria
List the criteria for successful achievement of each goal; use concrete targets and measurable indicators.

Fill HR Manager role	1. Demonstrate strategic HR leadership 2. Master team and stakeholder management 3. Gain leadership experience
[Goal 2]	[List of relevant criteria]
[Goal 3]	[List of relevant criteria]

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Yicheng Fang

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