**Individual Development Plan (IDP)**

**Name Date**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor**

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| **Goals** | **Competencies**What will be learned? | **Desired Outcome**How will success be evaluated? | **Actions**What steps will be taken? | **Resources**What is needed (training, people, library, etc)? | **Time Frame**Complete |
| **Short-range**Critical within present position (1 year) |  |  |  |  |  |
| **Mid-range**Important for growth within present or future position (2 years) |  |  |  |  |  |
| **Long-range**Helpful for achieving career goals (3 years) |  |  |  |  |  |