

**OFFICE OF THE SECRETARY OF DEFENSE  
INDIVIDUAL DEVELOPMENT PLAN**

(As required by [DoDI 1400.25, Volume 410](#))

**DATE INITIALLY PREPARED**  
(YYYYMMDD)

**PART A - EMPLOYEE PERSONAL DATA**

1. **NAME** *(Last, First, Middle Initial)*

2. **POSITION TYPE** *(X one only)*

3. **SERIES AND GRADE**

Non-Supervisory

Supervisory

4. **POSITION TITLE**

**PART B - CAREER GOALS**

1. **SHORT TERM GOALS.** *(State career goals for the next one to two years. Specify position titles and grade (if appropriate) or subject area.)*

2. **LONG TERM GOALS.** *(State career goals for the next three to five years. Specify position titles and grade (if appropriate) or subject area.)*

<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>DATE INITIALLY PREPARED</b> <i>(YYYYMMDD)</i>
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**PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES**

<p><b>1. DEVELOPMENTAL OBJECTIVES.</b> In coordination with supervisor, list specific knowledge, skills, and abilities to be acquired or developed. Be sure your objectives may be reasonably accomplished in the period of time you have specified.</p>	<p><b>2. DEVELOPMENTAL ACTIVITIES.</b> Specify the developmental activity you might use to complete developmental objectives. Some examples are, but not limited to, on the job training, new or rotational assignment, professional seminar/conference, formal training/course, added responsibilities or self-development.</p>
<input type="checkbox"/> Writing Skills <input type="checkbox"/> Public Speaking/Presentation Skills <input type="checkbox"/> Interpersonal Skills/Relationship Building <input type="checkbox"/> Productivity/Time Management <input type="checkbox"/> Being an Action Officer <input type="checkbox"/> Resilience <input type="checkbox"/> Computer Literacy <input type="checkbox"/> Customer Service <input type="checkbox"/> Problem Solving <input type="checkbox"/> Emotional Intelligence <input type="checkbox"/> Accountability <input type="checkbox"/> Decision Making <input type="checkbox"/> Influencing/Negotiating <input type="checkbox"/> Project Management <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Building Trust <input type="checkbox"/> Process Improvement <input type="checkbox"/> Evaluate/Improve Team Performance <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Conflict Management <input type="checkbox"/> Coach & Develop Direct Reports <input type="checkbox"/> Engage & Retain Employees <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Change Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Formal Leadership Development Program <input type="checkbox"/> Mentoring <input type="checkbox"/> Coaching	

**PART D - CONCURRENCE AND APPROVAL**

<b>1. EMPLOYEE</b>	
a. SIGNATURE	b. DATE SIGNED
<b>2. SUPERVISOR</b>	
a. SIGNATURE	b. DATE SIGNED

This document should be reviewed and updated annually. Opportunities identified are not an employee entitlement or a management commitment and are subject to approval and funding availability.