

Individual Professional Development Plan Worksheet

Use this worksheet to help summarize your interests and needs for growth and development in your current position and, if applicable, for future positions. Review the answers to these questions before creating an Individual Professional Development Plan (IPDP). Review the answers to these questions with your supervisor/team leader, HR representative, and any other individual who can assist you with drafting your IPDP.

Employee	Supervisor/Team Leader	Date
What development opportunities are there to improve my personal and business performance?	What additional responsibilities or position would I like to target?	
What feedback have I received from others that should be addressed in my IPDP?	What skills and knowledge do I need to help me prepare for additional roles and responsibilities? What specific experience or education would help me attain those skills and knowledge?	
What additional experience, education or support would help me move forward professionally?	What constraints (i.e. professional, geographical, timing, personal, etc.) should I consider for future position placement?	
Am I sufficiently challenged by my present responsibilities? Please explain.	What are my longer-term aspirations?	