

DoDEA Individual Development Plan

| DoDEA Individual Development Plan | | | | | | |
|---|---|---|------------------|--|---------------------|---------|
| 1. Name | 2. Position Title | 3. Series/Grade | 4. Unit Assigned | 5. Position Type Supervisory <input type="checkbox"/> Nonsupervisory <input type="checkbox"/> | | |
| 6. SHORT RANGE CAREER GOALS: State goals for the next 1-2 years. Specify position title & grade (if appropriate) or subject area. | | | | | | |
| 7. LONG RANGE CAREER GOALS: State Career goals for the 3-5 years. Specify position title & grade (if appropriate) or subject area. | | | | | | |
| 8. DEVELOPMENT OBJECTIVES: List knowledge, skills and abilities (KSA's) needed immediately to meet current objectives or to improve performance in present position or identify specific areas you will need in order to achieve the short or long range goals stated above. The Developmental Objectives should be stated in order of priority.* | | | | | | |
| 9. SIGNIFICANT PRIOR TRAINING AND DEVELOPMENT (related to the Developmental Objectives of your Short Range Career Goals). (Continue on reverse, if needed) | | | | | | |
| *PRIORITY: (1) Mission Essential; (2) To increase effectiveness of mission accomplishment; (3) For career development or to increase job efficiency and productivity. | | | | | | |
| 10. DEVELOPMENT ACTIVITY OR ASSIGNMENT OBJECTIVES: (May include on-the-job training, rotational assignments, developmental projects, self-study programs, formal training programs, correspondence study or seminars.) | 11. SOURCES: (Identify organization or vendor that will provide developmental activity, if possible.) | 12. PROPOSED SCHEDULE: (By FY, quarter, priority* and long range goals and length.) | | | 13. ESTIMATED COSTS | |
| | | FY | QRT | *Priority | Hours | tuition |
| See item 8 | | | | | | |

(DoDEA Individual Development Plan (Continued))

14. If no career development is desired or needed at this time, please state specific reason(s).

15. CERTIFICATION: I certify that the training, development, or education identified in this plan constitutes a valid management need for maximum performance of mission requirements and has been developed for the purpose of increasing the employee's performance in his or her current position or to prepare him or her for an identified target assignment.

Employee's Signature

Date

Supervisor's Signature

Date

(Position)