

INDIVIDUAL DEVELOPMENT PLAN

[illegible]

INDIVIDUAL DEVELOPMENT PLAN



Development Areas in the next 12 months:

Objectives	Key Results	Development Actions	Timeframe
What do you want to achieve in terms of my development?	How will you recognise success? How will you measure my improvement?	What actions will you take to achieve your objectives? 70 % -LEARNING FROM OWN EXPERIENCE - on the job training, projects, additional tasks 20 % - LEARNING FROM OTHERS - feedback, coaching, mentoring 10 % - OTHER EDUCATION - training courses and programs, e-learning, self-study	Set realistic timeframes of your development actions
Increase the comfort of conducting presentations and their effectiveness.	- less stress during presentation - positive feedback from participants (min4 / 5) - more speech (at least 1xQ)	70 - conducting a presentation at the Partner's - performance at Townhall - leading 'training Friday' - at least 1 instance per month 20 - observation of the person xxxx during the presentation - collecting feedback after each of my presentations - drawing conclusions and implementing - collecting good practices on presentations from xxx people, HR - reviewing 5 presentations at TED - selecting good presentation practices 10 - training in public speaking - reading the book 'The Art of Public Speaking' - e-learning about the speeches	04.2019 06.2019 Q3 monthly
Develop the ability to motivate and build commitment in the team	- increase in results in the engagement survey by 10% - 5% decrease in rotation - positive feedback from the team about the atmosphere and their involvement - increased proactivity - more ideas and initiatives submitted by the team	70 - conducting 1-1 meetings on the motivation and needs of team members - conducting a discussion with the team and developing an action plan after the engagement test - organizing a team integration meeting - initiation of a 1xQ inspirational meeting in the team 20 - mentoring with an experienced manager on good practices in motivating - 1xQ feedback from the team about their motivation and commitment 10 - read a book about motivation - training on motivating - self study of materials on the Internet about motivation and commitment	

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What actions will you take?

Develop relationships with key people (partners) in other departments of the company	- improving the quality of cooperation with X, Y, Z departments - fewer conflict situations between departments - disputes between departments - - give precise and direct communication - established direct relationship with each of my key partners	70 20 10 –	- meet each partners to set the goals and principles of cooperation - summary of agreed rules between departments - regular status and feedback meetings - 1xmiesiac - joining meetings with the supervisor with internal departments - observation - feedback from my stakeholders about our relationship and cooperation - training in building relationships and communication	
To develop management management, migration options and to run a business project on my own.	- I will carry out the XYZ project myself, on time and in accordance with the assumptions	70 20 10	- I will organize a project management training for eager people in my team - I will take part in the project as a team member - I will undertake the coordination of the XYZ project - I will conduct meetings with the project team - shadowing of another project manager - mentoring by another project manager - feedback after each stage of planning and project implementation - from the mentor and the project owner - project management training - I will get acquainted with the method of project management in our company	

What you want to achieve?

How will you know success?

NOTES:

Continuous development & ongoing monitoring – It is important to review your IDP on a regular basis, please keep a record of your reviews in order to monitor your development & potential successes! It can often be more beneficial to further develop an existing strength and then use it more effectively, than to try and develop an area of weakness.