**Sample Individual Development Plan (IDP)**

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| **Goals for Current Position***.*  List all goals that will help in current job/leadership responsibilities.* Learn to use our SCADA system.
* Lead position on treatment pilot project for my utility.
* Get certified as a Cross-Connection Control Specialist.
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| **Short-Term Career Goals.**State what you want to achieve in the next one to three years. * Finish my college degree.
* Get certified as a Water Distribution Manager 3.
* Get certified as a Water Treatment Plant Operator-In Training, Level 2.
* Promote to a shift lead operator position in the new treatment plant.
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| **Long-Term Career Goals.** State what you want to achieve in the next three to five years. * Get certified as a WTPO 4 and WDM4.
* Public works manager for a Class 3 or 4 water treatment plant.
* Increase salary by 25 percent.
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| **Developmental Objectives.** Define what you need to do to achieve your short-term and long-term goals. (Examples: Learn about time management; become a good public speaker.)* Register with a college in a water technologies program to complete my Bachelor of Science degree.
* Submit my WDM3 and CCS certification application.
* Take and pass my WDM3 certification exam
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| **Developmental Assignments and Proposed Dates***.* List the strategies you will use to achieve your developmental objectives. (Examples: Attend time management training; join Toastmasters.)* Submit my certification application for the WDM3 exam by November 30, 2017.
* Take a WDM 3 & 4 exam review class by May 2018.
* Take and pass my WDM3 certification exam by June 30, 2018.
* Complete my Bachelor’s degree by December 31, 2018.
 |
| **Notes***.*  Add anything else appropriate to the IDP. |
| **Signature/Date***.*  Sign your IDP to confirm your commitment to your career goals and this process. |

Adapted from Succession Planning Basics (p. 61) by Christee Gabour Atwood.