

CDD Individual Development Plan Examples

(Example 1: For staff interested in career progression)

Employee Name: **Rose Dali**

Date Created: **February 16, 2024**

Supervisor Name: **Mary Smith**

Date Last Revised: **May 1, 2025**

Date of Next Review: **August 1, 2025**

Section 1: Reflection of Goals and Current Skills

Professional Goals/Motivations: *(How would you like to grow professionally? For example, what would you like to be doing in 1 year? In 5 years? Is there anything we can do to help you do your job better? If you like where you are in your current role, how can we keep it that way to avoid burn out?)*

I would like to use my experience and skills to obtain a supervisor position in the next 3 years.

Skills, Strengths, or Experiences: *(What skills, strengths or experiences do you currently have that you can build on or use towards your goals? What would you like to improve or learn more about?)*

I currently have 4 years of mentorship experience, mentoring new employees who are hired into our office. I am a people-person and would be good at listening to and helping people that I supervise. I am very organized and can juggle lots of pressures at the same time, and be successful in completing my work.

I'm not the best at professional communication in my emails, so I'd like to learn more about this.

Major Accomplishments: *(Name a recent accomplishment of yours, or a set of accomplishments, that reflect your professional strengths. What did you enjoy most about this work?)*

I led the development of new guidance for our team. I enjoyed having the opportunity to act in a leadership role.

Obstacles: *What are the biggest challenges and/or obstacles to your accomplishing your goals?*

I don't have a lot of formal supervisory training yet, and would like to get more.

Section 2: Plan for Professional Development

SMART Goal(s): *(Specific, Measurable, Achievable, Relevant, and Time-Bound) (What professional development goal(s) do you have for yourself in the coming year?)*

1. Within the next 6 months, learn more about the role of a supervisor in the office.
2. Over the next year, improve my management and email communication skills.
3. Within the next year, gain some more experience with facilitating meetings in the office.
4. Within the next two years, build connections with folks across the division. Join a division-wide workgroup.

Development Opportunity: *(What professional development opportunity(ies) could you take advantage of to help you achieve your goals?)*

1. Email my supervisor to find a time to shadow her.
2. Reach out to the Training Unit about some training recommendations related to management and email communication. Work with my supervisor to find a time to take the trainings in the next year.

3. Take the “Facilitating Successful Meetings” training through CAPS in the next year. Work with my supervisor on finding relevant meetings to facilitate. Maybe share my areas of expertise with her so that she can keep me in mind when planning future meetings.
4. Reach out to my supervisor or district director about any upcoming workgroups. Keep an eye out for different workgroups that are being run.

Application/Supervisor Support: *(How could you apply what you learn in these PD opportunities to the work you do in your current position? How could your supervisor help you do this successfully?)*

- I can apply what I learn about professional communication to my work with Vermonters.
- I can apply what I learn from “facilitating meetings training” to upcoming staff meetings. I will work with my supervisor to coordinate timing so I can immediately apply the learning to a meeting in the office.

Next Step(s) and Due Date(s): *(To be completed collaboratively with your supervisor)* Work with my supervisor to find a time to shadow her sometime this quarter. My supervisor will assign me the “Facilitating Successful Meetings” CAPS training before our next check in.

CDD Individual Development Plan Examples

(Example 2: For staff interested in growing in their current role)

Employee Name: Elliott Kim

Date Created: March 20, 2024

Supervisor Name: Tabitha Todd

Date Last Revised: May 12, 2025

Date of Next Review: August 12, 2025

Section 1: Reflection of Goals and Current Skills

Professional Goals/Motivations: (How would you like to grow professionally? For example, what would you like to be doing in 1 year? In 5 years? Is there anything we can do to help you do your job better? If you like where you are in your current role, how can we keep it that way to avoid burn out?)

I would like to grow in my current role. As of now, I have no plans of switching positions.

Skills, Strengths, or Experiences: (What skills, strengths or experiences do you currently have that you can build on or use towards your goals? What would you like to improve or learn more about?)

I am a hard worker. I'm organized. I like talking to people. I like my co-workers and try to remind them about the best parts of this job when they get down-in-the-dumps.

Major Accomplishments: (Name a recent accomplishments of yours, or a set of accomplishments, that reflect your professional strengths. What did you enjoy most about this work?)

I created a staff celebration event as a member of the division's Climate Committee

Obstacles: What are the biggest challenges and/or obstacles to your accomplishing your goals?

We need a more effective system for reviewing incoming applications. The current one is too complicated and time-intensive.

Section 2: Plan for Professional Development

SMART Goal(s): (Specific, Measurable, Achievable, Relevant, and Time-Bound) (What professional development goal(s) do you have for yourself in the coming year?)

1. Within the next six months, take at least 1 training on motivational interviewing and/or morale-building to improve my skills even more.
2. Work with my supervisor to help mentor new workers that join our office.

Development Opportunity: (What professional development opportunity(ies) could you take advantage of to help you achieve your goals?)

1. Look at CAPS and DCF Professional Development Guidance for trainings and sign up for some to take in the next six months.
2. Watch videos from the "Motivational Interviewing" Playlist in LINC.
3. Create a welcome packet for new workers that lists out different restaurants, shops, resources, and activities in the area—like a "social packet" for new folks.

Application/Supervisor Support: *(How could you apply what you learn in these PD opportunities to the work you do in your current position? How could your supervisor help you do this successfully?)*

- After taking a training, I'll share some of my ideas about office morale-building with my supervisor and my peers to get feedback from them. Maybe there are some ideas that I can implement in the coming year.

Next Step(s) and Due Date(s): *(To be completed collaboratively with your supervisor)* Create a draft welcome packet to share with my supervisor. Review CAPS courses to find trainings that I might want to take, and propose them to my supervisor at our 6/30 check in.