

Individual Development Plan Checklist

<p>This assessment can help you measure the quality of your development plan. Put an X next to the statements that are true. A scoring key is provided at the end.</p>	
Align Your Development with the Business Strategy	
	My development plan will help develop my skills and achieve my business goals at the same time.
	I am developing skills that will be in demand three to five years from now.
	At least 70 percent of my development activities are linked to on-the-job development.
	This development plan will push me to the edge of my comfort zone in the areas I have targeted for development.
Discover Your Potential	
	I get excited when I look at my development plan for the coming year.
	My plan focuses as much energy on developing my strengths as it does on improving my weaknesses.
	I feel that I am making a difference in my work.
Hold Yourself Accountable	
	For each development goal, I have included a metric to assess whether the goal has been reached.
	I have recruited at least two people to hold me accountable to my goals.
	I have identified milestones throughout the year to ensure that I am on track.
Your Score	What It Means
0 to 4	You are in danger of finishing the year less employable than when you began. Look for a block of time (at least two hours) over the next two weeks when you can seriously focus on your development and discuss it with your manager. Your future is worth it!
5 to 7	You have a good development plan, but it needs some work. Look at the items you did not check and modify your plan accordingly.
8 to 10	You have created a strong development plan that will challenge you to develop your skills in important areas, position you to take advantage of future opportunities in your career.

Source: Yost, P.R., & Plunkett, M.M. (2009). *Real Time Leadership Development*. Malden: MA: Wiley-Blackwell.