

IPDP

Individual Professional Development Plan

WHAT

An IPDP is a written plan for developing knowledge, skills and competencies that support both the organization's objectives and the employee's needs and goals.

WHO COMPLETES?

The state requires all non-probationary classified employees to complete an IPDP each year. It should be submitted along with the annual performance evaluation.

WHY BENEFICIAL?

- Realistic and appropriate goal setting can increase employee's motivation, job satisfaction, engagement and, ultimately improve employee and departmental performance.
- The discussion about an employee's goals and professional future makes an employee feel valued and enhances trust, loyalty and commitment.
- IPDP can be used as a tool to budget for upcoming costs to support an employee's goals

RESOURCES

- IPDP Website and Forms
- Talent Development - IPDP Workshop TD 1152

EMPLOYEE'S ROLE

- Review departmental mission/vision and values
 - MVV should guide goals
- Identify:
 - Areas for development
 - Timeline for completion
 - Steps to achieve
- Research learning opportunities to assist in reaching goals
- Review with supervisor- ask for feedback and suggestions
- Finalize form and sign
- Evaluate progress periodically

SUPERVISOR'S ROLE

- Communication:
 - Identify strengths and areas for growth in current job
 - Discuss options for career progress
- Identify and support learning/development opportunities:
 - On-the-job training
 - Coaching/mentoring
 - Online courses
 - Talent Development courses
- Sign and submit with evaluation to HR