

SAMPLE GUIDED INDIVIDUAL DEVELOPMENT PLAN (optional)

Guided Individual Development Plan (IDP)

One-Page Template

Your Name: _____ **Mentor:** _____

This Individual Development Plan identifies professional goals for interpreting work and documents activities completed in support of those goals. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART). This plan may be updated throughout the mentoring period as needed.

Professional Development Goals

Goal #1: _____

Goal #2: _____

Goal #3: _____

Activity & Progress Log

Date	Description of Activity	Goal #	Follow-Up / Reflection

Reflection & Next Steps
