**INDIVIDUAL PERFORMANCE DEVELOPMENT PLAN**

This template form is intended to assist member businesses develop their own workplace forms. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the form. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**.

Disclaimer

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It is important to note that IDP’s are not for poor performing employees. IDP’s are for individuals who at least meet the expectations of performance in their role and whose performance can be enhanced in their current role.

The following steps should be considered when executing an effective IDP process:

1. Management Assessment: Development begins with an employee’s manager(s) sharing a view of their assessment of the employee’s abilities and what role the employee should play in the organisation.
2. Employee Assessment: The employee conducts a self-assessment. In particular, the employee should consider the feedback received against their career motivations, interests and aspirations. Once an employee has completed this, they are prepared for a development discussion with their manager.
3. Discussion: Together the employee and manager identify strengths and growth opportunities for the employee. A manager should always be as open and candid in providing feedback as possible.
4. Choose a Plan of Action: The employee creates a plan to develop two or three areas that will make them more effective in their present role, or prepare them for future roles. In some instances, both can occur.
5. Execute the Plan: The IDP should be approved by the employer prior to execution. Further, the employer needs to ensure that the employee has the resources required to meet the plan.
6. Follow up: There should be ongoing discussions between the employee and their manager(s) to review IDP progress and to fine-tune the IDP, where necessary.

## **INDIVIDUAL PERFORMANCE DEVELOPMENT PLAN**

Name: Position:

Date: Manager:

This Individual Performance Development Plan is a tool to assist you to achieve your career goals by assessing your individual skill set relative to your objectives and developing a plan to acquire the skills and competencies needed to achieve your identified short-term and long-term goals.

Short-Term Career Objectives (1-2 Years)

|  |  |  |  |
| --- | --- | --- | --- |
| Career Goal | Skills Competencies Required | Developmental Activities | Timeframe |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Long-Term Career Objectives (3-5 Years)

|  |  |  |  |
| --- | --- | --- | --- |
| Career Goal | Skills Competencies Required | Developmental Activities | Timeframe |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| Manager/Employee Comments |
|   |

Individual Performance Development Plan

Review Date:

Employee Name:

Signature: Date:

Manager Name:

Signature: Date: