Creating an IDP: Quick Tips

1) Not having a development plan is better than having a bad one.¹

2) Ideally, an IDP is created with the input of both the manager and the employee.²

3) About 80% of the actions taken to achieve development goals are through on-the-job experiences, with about 20% classroom or computer-based training.³

4) An IDP should concentrate on ways to leverage strengths as well as improve areas where employees are not as strong.⁴

5) Focus on developing no more than one or two areas where the employee needs to improve.⁵

6) Development goals must be achievable.

7) Include action steps that will assist the employee in achieving his/her development goals and include an implementation timetable.⁶

8) Make clear how results will be measured.⁷

² Yvonne Fontyn, “Performance Appraisals Can be a Catalyst for Growth,” All Africa (19 September 2002).
⁶ Stringer and Cheloha