



ORGANIZATIONAL
LEARNING

INDIVIDUAL DEVELOPMENT

PLAN



NAME:

DATE:

CREATING AN INDIVIDUAL DEVELOPMENT PLAN

There are four steps to create your Individual Development Plan (IDP):

- 1. Self-assess.** Take the confidential 10 minute self-assessment at hr.umich.edu/development-journey
- 2. Identify areas of development.** Read the results from your self-assessment to identify 1-3 strengths or gaps based on the Michigan Expectations Model.
- 3. Select resources to address your gaps or build on a strength.** Use the Development Journey website to identify experiential, engagement and educational opportunities.
- 4. Create a plan.** Use this booklet to outline your goals and the resources to meet those goals. Check your IDP throughout the year to measure your progress and share this with your supervisor or mentor to ask where they can help.

ABOUT THE MICHIGAN EXPECTATIONS MODEL

The Michigan Expectations Model (MEM) identifies 12 benchmark behavioral standards that all university faculty and staff should demonstrate. The goals of the MEM are to support our shared mission and equip faculty and staff with an understanding of the behavioral expectations needed for success at the University of Michigan.

These behavior standards, called “expectations,” will be referenced and used in a variety of ways including customer care, hiring, professional development and daily conduct.

The model is a framework for development and performance management. It is organized into four domains, each with a set of three corresponding expectations.

MICHIGAN EXPECTATIONS MODEL



DEVELOPMENT GOALS

Set 1-3 goals that build your ability to address priorities, work on knowledge/skill development or to advance your career. When creating your goals, be sure that they are written with these criteria in mind:



Specific

(simple, sensible, significant)



Measurable

(meaningful, motivating)



Attainable

(agreed, attainable)



Relevant

(reasonable, realistic and resourced, results-based)



Time Bound

(time-based, time limited, time/cost limited, timely, time-sensitive)

DEVELOPMENT APPROACH



Using this development approach, you will identify goals that matter to you and determine what experiences, skills and behaviors will help you to achieve those goals.

- **70%** of your development comes from experiences
- **20%** comes from engagement through mentoring and networking
- **10%** comes from education or formal learning experiences

GOAL #1

| | |
|---|--|
| GOAL #1 | <p>Example Goal: Identify bottlenecks that our team faces M.E.M. Expectation: Achieve Results - focus on a common vision and goals</p> <p>Deadline: _____</p> |
| EXPERIENCE (challenging assignments, skill practice) 70% | <p>Example: Examine a process to identify bottlenecks that our team faces.</p> <p>Deadline: _____</p> |
| ENGAGEMENT (mentoring, networking) 20% | <p>Example: Identify and talk to someone with experience using process maps.</p> <p>Deadline: _____</p> |
| EDUCATION (courses, readings, videos) 10% | <p>Example: Find a learn how to use a process map course on LinkedIn Learning.</p> <p>Deadline: _____</p> |

GOAL #2

GOAL #2

Deadline: _____

EXPERIENCE
(challenging assignments,
skill practice)

70%

Deadline: _____

ENGAGEMENT
(mentoring,
networking)

20%

Deadline: _____

EDUCATION
(courses,
readings,
videos)

10%

Deadline: _____

GOAL #3

GOAL #3

Deadline: _____

EXPERIENCE
(challenging assignments,
skill practice)

70%

Deadline: _____

ENGAGEMENT
(mentoring,
networking)

20%

Deadline: _____

EDUCATION
(courses,
readings,
videos)

10%

Deadline: _____



ORGANIZATIONAL LEARNING

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