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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

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| **Individual Development Plan Template** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
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| The Individual Development Plan Template provides a structured framework for employees and their supervisors to collaboratively plan and track professional growth and career development. |
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| **1. Competencies and Goals** |
| **Q1:** What are your primary career goals and objectives? |
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| **Q2:** What are your strengths and areas for improvement? |
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| **Q3:** What are your short-term and long-term career objectives? |
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| **Q4:** What specific skills or competencies do you need to develop to advance in your career? |
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| **Q5:** How do you plan to measure your progress towards achieving these goals? |
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| **2. Action Plan** |
| **Q1**: What are the actionable steps you will take to achieve your development goals? |
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| **Q2:** When do you plan to complete each step, and who will be responsible for their completion? |
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| **3. Progress Tracking and Evaluation** |
| **Q1:** How will you measure your progress towards achieving your development goals? |
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| **Q2:** How often will you review your progress, and who will be involved in these reviews? |
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|   | **Rating** |   | **10** |
| **Overall Comments** |
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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |