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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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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** What are your strengths and areas for improvement? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q3:** What are your short-term and long-term career objectives? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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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? | | | | | |
| **Adele's answers** | | | | **Miriam's answers** | |
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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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| **Adele's answers** | | | | **Miriam's answers** | |
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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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| **Adele's answers** | | | | **Miriam's answers** | |
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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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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** How often will you review your progress, and who will be involved in these reviews? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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|  | **Rating** |  | **10** | | |
| **Overall Comments** | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |