



# FAA Leadership and Learning Institute

## Individual Development Plan

Employee Name	Current Position	Organization	Pay Band or Grade
<b>Short-Term Career Goals</b> (One to Three Years)			
<b>Longer-Term Career Goals</b>			
<b>Strengths</b> (Determined by self-reflection, feedback from others, assessments, and evaluations)			
<b>Development Areas</b> (Determined by self-reflection, feedback from others, assessments, and evaluations)			
<b>Employee Agreement</b>		<b>Manager Agreement</b>	
I have discussed the plan below with my manager. I agree to complete the activities aligned to my goals and provide progress updates at least quarterly to my manager.		I have discussed the plan below with my employee. I agree to support the employee's progress toward achieving goals and review his/her progress at least quarterly. Funding for development activities and extensive time away from the job are not guaranteed.	
Signature	Date	Signature	Date

Competency 1				
Development Goal 1				
Success Measure(s)				
Activity 1	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
Activity 2	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
Activity 3	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			

<b>Competency 1</b>				
<b>Development Goal 2</b>				
<b>Success Measure(s)</b>				
<b>Activity 1</b>	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
<b>Activity 2</b>	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
<b>Activity 3</b>	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			

Competency 2				
Development Goal 1				
Success Measure(s)				
Activity 1	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
Activity 2	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
Activity 3	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			

Competency 2				
Development Goal 2				
Success Measure(s)				
Activity 1	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
Activity 2	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
Activity 3	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			

Competency 3				
Development Goal 1				
Success Measure(s)				
Activity 1	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
Activity 2	Description			
	Expected Outcome			
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	Completion Dates	Target Completion Date		Actual Completion Date
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	Approach to Overcoming Barriers or Managing Risks			
Activity 3	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			

Competency 3				
Development Goal 2				
Success Measure(s)				
Activity 1	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			
	Approach to Overcoming Barriers or Managing Risks			
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Activity 3	Description			
	Expected Outcome			
	Resources or Support Needed			
	Completion Dates	Target Completion Date		Actual Completion Date
	Potential Barriers or Risks			

Approach to Overcoming Barriers or Managing Risks	
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<b>Quarterly Progress Review</b>	
<b>Date:</b>	
<b>Employee Assessment of Progress</b>	
<b>Quarterly Progress Review</b>	
<b>Date:</b>	
<b>Employee Assessment of Progress</b>	<b>Manager Assessment of Progress</b>



Quarterly Progress Review Date:	
Employee Assessment of Progress	Manager Assessment of Progress
Quarterly Progress Review Date:	
Employee Assessment of Progress	Manager Assessment of Progress