



### Individual Development Plan

Now that you have identified your top training needs by taking the NACDD Chronic Disease Competencies Assessment Tool, use the worksheet below to develop an initial individual development plan, or IDP.

**Step 1:** Referencing your Competency Assessment report, consider the top one to three Competency Areas (of the seven Competency Areas on the Assessment, e.g. Build Support) that came out as your most important possible areas for growth. Identify your top 1-3 Competency Areas to focus on. **Complete boxes 1-3.**

**Step 2:** Plot your learning needs on the feasibility/impact matrix to figure out your priorities.

**Step 3:** Identify how your priorities relate to equity.

**Step 4:** Create your Individual Development Plan (IDP) by completing as much of Parts 1 and 2 of the table as you can. (Note there is an example in the top row of each part of the IDP form.) Identify how you will address your top 1-3 learning needs related to your job and/or personal growth goals. Identify your top three learning needs within those Competency Areas for the next 6-12 months. When doing this, consider if your plans for addressing your learning needs:

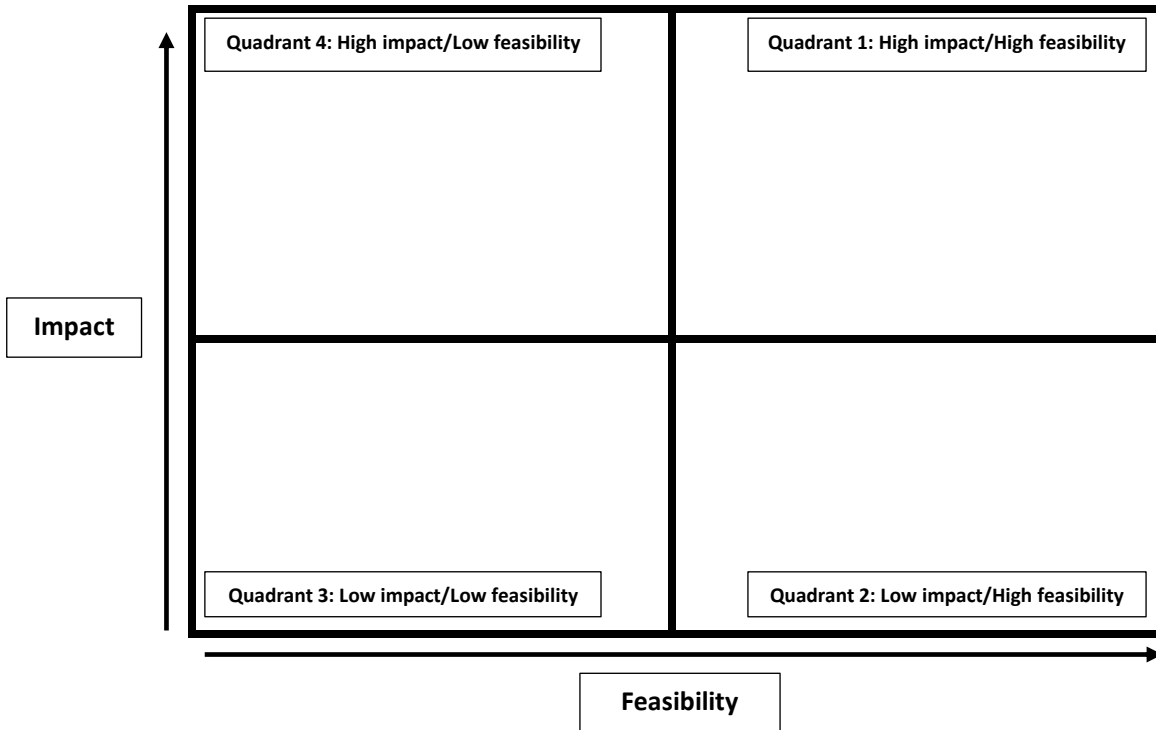
- Help you improve you job performance
- Help you advance you career
- Help you learn new skills
- Help you supervise or mentor others
- Help maintain a specific credential or licensure
- Support your agency’s strategic priorities

**Step 5:** Return to this document to add and modify the information. It should be a living document that changes over time.

<b>Step 1</b>		
<b>Box 1. What are the top one to three Competency Areas that you have room to grow in?</b>	<b>Box 2. Within these Competency Areas, what are your top one to three learning needs? Be specific.</b>	<b>Box 3. Describe which of these are most related to your current job and/or your personal goals?</b>

**Step 2. Prioritization Process** – What learning needs will you prioritize?

Plot (with a dot or other shape) your top three learning needs (from Box 2 above) based on their impact (could be on you, on your work, on your team, on your agency) and the feasibility of addressing the learning need in the next 6-12 months given what is happening in your life, your work, your team, and your agency at this time.



**Step 3. Equity Focus**

How do your prioritized learning needs relate to advancing health equity?	
---	--

<b>Step 4. Create your Individual Development Plan.</b>					
<b>Top 3 Priority Learning Needs</b>	<b>Rationale</b> (supports job performance, advances equity, supports agency strategic priorities, etc.)	<b>What do I need to do to learn this knowledge or skill?</b> (take a training, talk to my supervisor, shadow another employee, etc.)	<b>Possible resources</b> (e.g., blogs, articles, websites, in-house trainings, NACDD and other national orgs, state-specific training resources, etc.)	<b>What support and resources will I need?</b> (supervisor's approval, time off, registration fee, request to travel, etc.)	<b>Target date to finish?</b>
<i>Ex:</i> Use research and evaluation findings to prioritize policies, programs, and grants that will advance racial and health equity (Comp 2-6).	<i>Ex:</i> This will help advance equity and support our Division in making decisions about programs, policies, and new funding that will advance equity.	<i>Ex:</i> 1- Read academic and gray literature articles. 2 - Participate in NACDD GEAR Group	<i>Ex:</i> 1 - PubMed search. 2 - Review <a href="#">Health Equity Programs</a> webpage on NACDD website. 3 - Review GEAR Group offerings from NACDD.	<i>Ex:</i> Supervisor's approval, time for reading, time to attend GEAR Group.	<i>Ex:</i> 1/15/23
Need 1:					
Need 2:					
Need 3:					