



# Individual Development Plan

Mid-Level Manager

## IDP Development

Growing in your career and organization requires intention and guidance. This guidance can be provided by a mentor, leader, or yourself.

In building out an individual development plan, you are able to understand the actions and resources that can help you achieve your goals. It also allows you to share these with your leader to gain support and buy-in, opening the opportunity for more development discussions.

### Tips to build your individual development plan

- > Don't focus on trying to become an expert in each area. Work to develop your skills and knowledge within your ability, identifying opportunities to leverage the skills of others, as well.
- > When identifying goals, understand your own career goals and objectives, and how they align with your current role. Then, determine how they can support your department or organizational goals. The more you can tie your individual goals to the organization, the more opportunities you may have to participate in actions that support these goals.
- > Identify opportunities that cross between formal and informal development to build knowledge and provide opportunities to apply knowledge and practice skills.
  - >> Formal development helps to build new knowledge and create a base for future learning. This could include attending or participating in conferences, self-paced online courses or earning a certification.
  - >> Informal development includes opportunities to learn within your flow of work and helps you build proficiency of new or current skills. This could include stretch assignments, project work, discussions, coaching or mentoring relationships, etc.

# IDP Worksheet Sample

NAME

Sample

OBJECTIVE #1	ACTIONS	TIMELINE	RESOURCES/SUPPORT	METRICS
Expand my knowledge in DEI	Complete a Harvard <b>ManageMentor</b> course and engage in discussion with my leader and/or team about learnings. <b>Diversity, Inclusion and Belonging</b> course	Q1	CUES Membership (Unlimited/+) My Leader My Team Members	<ul style="list-style-type: none"> <li>- Connect with my leader about my progress and takeaways.</li> <li>- Lead team through course and set up discussion to share takeaways.</li> </ul>
OBJECTIVE #2	ACTIONS	TIMELINE	RESOURCES/SUPPORT	METRICS
Become a stronger strategic leader and asset to my credit union	Participate in and complete a program offering and designation to expand my leadership skill set. <b>CUES Advanced Management Program</b> from Cornell University <b>CUES Emerge</b>	Q2 Q3	My Leader	<ul style="list-style-type: none"> <li>- Earn certificate and report progress and action steps with leader.</li> <li>- Share insights with team members on key learnings.</li> </ul>
OBJECTIVE #3	ACTIONS	TIMELINE	RESOURCES/SUPPORT	METRICS
Build and improve my professional and networking relationships	Expand my network by joining a peer group. Internal Employee Resource group <b>CUESNet Emerging Leader Online Community</b> External Industry Online Community	Q3	Organizational Leaders My Team Members CUES Membership	<ul style="list-style-type: none"> <li>- Create a solid foundation for relationships across departments.</li> <li>- Network with other credit union professionals to gain connections and perspectives.</li> </ul>
OBJECTIVE #4	ACTIONS	TIMELINE	RESOURCES/SUPPORT	METRICS
Develop my leadership skills	Explore leadership content articles, videos, podcasts on <b>cumanagement.com</b> . <b>Leadership Matters: 5 Ways To Prepare For Tough Conversations</b>	Ongoing	CUES Membership My Leader	<ul style="list-style-type: none"> <li>- Identify actionable takeaways to implement in my role or with my team.</li> <li>- Report progress and action steps with leader.</li> </ul>
OBJECTIVE #5	ACTIONS	TIMELINE	RESOURCES/SUPPORT	METRICS

# IDP Worksheet

NAME

*OBJECTIVE #1      ACTIONS      TIMELINE      RESOURCES/SUPPORT      METRICS*

<i>OBJECTIVE #1</i>	<i>ACTIONS</i>	<i>TIMELINE</i>	<i>RESOURCES/SUPPORT</i>	<i>METRICS</i>

*OBJECTIVE #2      ACTIONS      TIMELINE      RESOURCES/SUPPORT      METRICS*

<i>OBJECTIVE #2</i>	<i>ACTIONS</i>	<i>TIMELINE</i>	<i>RESOURCES/SUPPORT</i>	<i>METRICS</i>

*OBJECTIVE #3      ACTIONS      TIMELINE      RESOURCES/SUPPORT      METRICS*

<i>OBJECTIVE #3</i>	<i>ACTIONS</i>	<i>TIMELINE</i>	<i>RESOURCES/SUPPORT</i>	<i>METRICS</i>

*OBJECTIVE #4      ACTIONS      TIMELINE      RESOURCES/SUPPORT      METRICS*

<i>OBJECTIVE #4</i>	<i>ACTIONS</i>	<i>TIMELINE</i>	<i>RESOURCES/SUPPORT</i>	<i>METRICS</i>

*OBJECTIVE #5      ACTIONS      TIMELINE      RESOURCES/SUPPORT      METRICS*

<i>OBJECTIVE #5</i>	<i>ACTIONS</i>	<i>TIMELINE</i>	<i>RESOURCES/SUPPORT</i>	<i>METRICS</i>

## Reflection

As you work to identify goals, these questions can help you reflect on where you may want to focus:

*What skills/knowledge do I have now?*

*What do I want to accomplish, and what is the priority?*

*What skills/knowledge do I need for a desired role?*

*What kind of work would I like doing that I am not currently doing?*

*Where do I see potential for growth?*

*What development opportunities do I have that I could focus on as a part of my current role?*

*How much of a stretch is this goal compared to my current skill set and available resources?*

## Reflection

As you build out actions to support your goals, reflect on these questions to identify and take advantage of the available resources:

*What training, programs or resources does the credit union offer that align to this goal?*

*What projects or work might allow me to practice building a skill or apply knowledge?*

*Who regularly demonstrates skills or has knowledge that I could learn from?*

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