



Individual Development Plan (IDP)

Creating a Road Map to Your Future (updated Nov 2023)

Introduction

King County is striving to build a workplace where you can thrive – where you are supported to learn, grow, innovate, and do your best work for our community. To this end, we have created tools and resources to help you take charge of your career growth. An Individual Development Plan (IDP) is a tool to help you clarify your career goals and create an action plan to help you reach them – be it advancement in your current field, a complete change of career, or to enhance your knowledge and skills for your current position. Below are recommended steps and links to resources to help you create a Road Map to Your Future.

Date: 8/8/22	Current Job: Administrative Specialist 3	Department/Division: Executive Services
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1. Identify Your Career Goal/s

The first step when creating a road map is to have a clear destination in mind. So, take some time to research, explore and identify one or more career options you want to pursue within the next 1-2 years. At www.kingcounty.gov/CSS under “Career Exploration and Job Search,” there are links to external resources to help you take stock of what interests you, what skills you enjoy using, and enable you to explore career options. You will also find a link about using [transferable skills](#) to shift your career, links to [King County’s job classification descriptions](#) along with what these classifications [pay](#). You may want to look at job postings and [network](#) and talk with those in the career field you are pursuing to determine whether it is a direction you want to pursue. Use the space below to list your career goal/s.

Career Goal/s:	Move into the human resources field. Become a Human Resources Associate within the next two years and eventually a Human Resources Analyst
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2. Strengths and Development Gaps

Based on your career goal/s, and what you learned from your self-assessment and research, use the table below to create a list of strengths you would bring, which may include experience, [competencies](#), institutional or other knowledge, and [transferable skills](#). You might also seek input on your strengths from others who know you such as your friends, family, supervisor, co-workers, [mentor](#), and customers. Also use the table below to identify areas you want to obtain, or develop to help you reach your career goal/s.

STRENGTHS What I Will Bring to My Career Goal/s	GROWTH AREAS TO DEVELOP Experience, Competencies, Knowledge, or Skills I Need to Obtain or Enhance
<ul style="list-style-type: none"> • Super adept at quickly learning and using new software and technology • Strong planning, organizational, prioritizing and time management skills • Knowledge of King County’s payroll and time-keeping processes • Strong interpersonal and customer service skills 	<ul style="list-style-type: none"> • Continue to expand my knowledge of general HR practices and laws • Become familiar with KC’s HR functions, practices, and policies • Skill in using KC’s HR information systems (PeopleSoft, NEOgov) • Skill in interpreting and explaining union contracts



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| | <ul style="list-style-type: none"> Skill in participating in recruitment and selection processes |
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3. Action Plan: Development Activities [\(70/20/10 Learning Model\)](#)

Pulling from the “Growth Areas to Develop” that you listed above, use the table below to identify several activities you can pursue to help you develop in those areas. Remember to include target dates to help keep you moving forward towards your career goal/s. Keep your activities manageable, so you don’t get overwhelmed. You may find it helpful to use an Asterix (*, **, ***) to prioritize the order you want to work on these development activities. It is strongly recommended that you seek input and suggestions from others who have experience or expertise in the area you want to develop. Keep in mind that small steps can have big results so remember to celebrate completion of development activities and create new ones to keep you moving forward. Using the [70/20/10 Learning Model](#), examples of development activities could include:

- Experience based (70% of your activities):** i.e., new duties or projects; volunteer work in the community, with a non-profit organization or even a private sector company; presenting to senior leadership; participating on a project team, special committee or task force; special duty assignments
- Learning with others (20% of your activities):** i.e., coaching, mentoring, job shadowing, guidance from supervisor, peer to peer learning, communities of practice, networking, professional associations, informational interviews
- Education and training (10% of your activities):** i.e., e-learning, video or computer-based training, courses/seminars, formal education, reading materials, conferences



Development Activities with Target Dates

Experience / Competency / Knowledge / Skill to Develop	Development Activities with Target Dates		
	Experience (70%)	Learning with Others (20%)	Education or Training (10%)
Knowledge of HR systems and practices	Volunteer to participate in my homeowner’s association process for recruiting, screening and hiring a maintenance person – contact project lead by end of week	Join professional HR organization (SHRM) and attend at least 2 events each year. Information meetings with recruiters and HR staff across King County and outside of KC to learn about challenges, new trends, best practices, etc.	Complete at least one HR related e-learning class each week Read monthly SHRM publications to stay on top of new trends and issues Complete UW’s HR certificate within the next year



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Knowledge and experience with County HR information systems and practices	Ask my supervisor if there are any HR related support tasks that I can help with in our section by end of month Apply for HR special duty assignments	Meet/Learn from one of our HR representatives to gain exposure to county HR processes – begin by end of month	Watch as many NEOgov and PeopleSoft tutorials on YouTube as I can find – watch one video per week
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4. Seek Organizational Alignment

By taking the time to seek alignment between your development activities and King County’s commitment to creating an inclusive, accessible, diverse, equitable, racially and socially just workplace, you provide a more compelling story for your supervisor when seeking their support for your development activities. In fact, explaining alignment is especially important if you ask your organization to pay for training. You may want to have this alignment discussion with your department’s Equity, Inclusion and Belonging Manager, [Career Support Services](#) staff, or others. Use the space below to explain alignment.

SAMPLE RESPONSES

I’m most interested in the recruiting and selection function and its role with diversity. Since I enjoy data, I would think it important to run reports looking at applicant demographics for our different job classifications to see what we might do to help diversify our candidate pools. I would then continually monitor our applicant demographics to see if our actions are increasing the diversity of our candidate pools and our hires. I also want to connect with and learn from other recruiters on how they go about diversifying their candidate pools, finding and hiring qualified candidates, and then retaining and developing them.

5. (Optional) Supervisor Support

INDIVIDUAL: If you want to enlist your supervisor for support towards your achieving your career goal/s, identify specific ways in which they could provide that support and list them below. Then begin a conversation with your supervisor to get feedback on your IDP, discuss support options and document any agreements made. If there are possible workplace obstacles that could affect your ability to take part in any of your development activities, discuss them with your supervisor to see if there may be a way to address them.

SUPERVISOR: Provide helpful suggestions on their IDP, offer encouragement and celebrate progress and success along the way. Work collaboratively with your employee to find ways in which you can provide support or address obstacles, which may include working with your leadership and HR to address possible organizational, operational, business, or HR related barriers.

Individual’s Specific Request of Supervisor	What Supervisor Agrees to Do	Timeline/Duration
One hour/week to watch HR related videos on county time or conduct an information meeting with different HR staff to learn more about trends, challenges, issues, best practices and their	Supervisor agrees to 30 minutes every two weeks for watching videos providing it doesn’t impact getting my work done. I need to provide advanced notice of which day/time for his approval.	Until end of quarter and then revisit request



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thoughts around the intersection and role of HR and the county's, DEI and racial/social justice priorities.		
Ability to adjust my work hours so I can learn from our HR staff on my own personal time	Supervisor approves my ability to adjust my work hours to meet with our HR staff on my personal time. Supervisor requires advance approval whenever I would like to adjust my hours to make sure it doesn't impact operations.	Until end of quarter and then revisit request
Give me some HR tasks to perform	Supervisor agrees to give me tasks related to the upcoming hiring of 3 staff	Until all 3 hires have been onboarded
Support me in pursuing a special duty assignment in HR	Supervisor will approve a special duty assignment in HR should I be offered one. Supervisor asks that I prepare by developing notes and instructions for my future backfill to use.	On-going

6. (Optional) Mentor or Other Support

INDIVIDUAL: If you want to enlist a mentor or other person for feedback on your IDP, or for guidance and support towards your achieving your career goal/s, name specific ways in which they could provide guidance and support and list them below. Then begin a conversation with them to gather their feedback, discuss guidance and support options and document any agreements made.

MENTOR/OTHER SUPPORT PERSON: Provide helpful suggestions on their IDP, offer encouragement and celebrate progress and success along the way. Work collaboratively with the individual to find ways in which you can provide guidance, support or identify possible solutions to address obstacles.

Individual's Specific Request of Mentor/Other	What They Agree to Do	Timeline/Duration
Ask our HR staff if I can talk with them periodically about processes used to perform different HR tasks and debriefing with them about what I learn through my information meetings with different HR staff.	Agrees to meet 30 minutes every other Friday to tell me about different HR functions and related county processes	Until all 3 hires are onboarded or for as long as approved by supervisor
Ask my spouse to take care of the kids for an hour at least twice a week so I can watch training videos or read HR industry publications.	Agrees to watch children on Tuesdays and Thursdays	For the next month and then revisit

7. (Optional) Check-Ins



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<p>INITIAL MEETING DATE: <input type="text"/></p> <p>With Whom: <input type="text"/></p> <p>Discuss and obtain feedback on IDP, career goals, development activities, support desired and any agreements</p>	<p>CHECK IN DATE: <input type="text"/></p> <p>With Whom: <input type="text"/></p> <p>Discuss development activities, status, changes to IDP, celebrate progress and accomplishments, update agreements</p>	<p>CHECK IN DATE: <input type="text"/></p> <p>With Whom: <input type="text"/></p> <p>Discuss development activities, status, changes to IDP, celebrate progress and accomplishments, update agreements</p>
<p>Comments or Agreements</p>	<p>Comments or Agreements</p>	<p>Comments or Agreements</p>