



Individual Development Plan (IDP)

Creating a Road Map to Your Future (revised 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:	Utility Worker	Department/Division:	DLS/Roads
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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:	Become a Roads Maintenance Crew Chief
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2. Strengths and Growth Areas

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"> • Experience using Cityworks • Skills with MS Office – Word, Outlook and Excel 	<ul style="list-style-type: none"> • Leadership skills • Knowledge of following union contract requirements • Resolving conflict



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<ul style="list-style-type: none"> Construction safety procedures, regs and policies and ability to solve technical problems Over 10 years in the construction and roads maintenance fields Working effectively as a team player, and developing and keeping good working relationships with people from diverse backgrounds/experiences Skill reading blueprints and schematics 	<ul style="list-style-type: none"> Workload planning and organizing Preparing job estimates Knowledge of HR policies/procedures
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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



Experience / Competency / Knowledge / Skill to Develop	Development Activities with Target Dates		
	Experience (70%)	Learning with Others (20%)	Education or Training (10%)



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Leadership skills	<p>Serve as an Assistant Coach for my child's baseball team this season and consider taking on the Coach role next season</p> <p>Practice becoming an informal leader on job assignments – immediately</p> <p>Apply for acting Crew Chief assignments</p>	<p>Watch and learn from my son's baseball coach this season</p> <p>Ask my lead and uncle to serve as a mentor to help me learn about the various people issues they face, how they deal with them and why – next week</p>	<p>Read articles or watch videos on how to become an informal leader</p> <p>Complete at least one leadership related e-learning video each week</p> <p>Complete the county's "Leading the Way" training</p> <p>Complete the county's ESJ training</p>
Workload planning and organizing, and preparing job estimates	<p>Prepare a job estimate and workplan for my wife and me to construct our new deck, then compare my estimate to actuals – end of next month</p>	<p>Ask my uncle to show me how he does this work in his construction company – periodic Saturdays over the next quarter</p> <p>Ask my lead if I might watch what he does</p>	<p>Complete Edmonds College's Certificate In Construction Management Program – register for fall quarter next year (if I get scholarship funds)</p>

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 RESPONSE

The training in construction management will help me to learn how to plan, estimate and organize work projects. As I plan new construction or maintenance projects, I will think about the nature of the project, what part of King County the project will occur in and the economic and diversity of people in that area, to determine if there might be things we can do or include in the project, that keeps us within budget, and which would improve the neighborhood's conditions. This could be as simple as enhancing the project's natural environment by adding some trees/plants or adding a walkway and a bench to sit near the work we completed near a stream, or even install a fence to keep people safe.

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.*



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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
Ask my Crew Chief if she could meet with me periodically to share stories about different people issues faced, how they were handled and why	Will share stories a few times per month after work crews return from jobs	One quarter
Alert and give me acting Crew Chief opportunities when a Crew Chief is off on leave to gain knowledge of what position entails.	Consider person for acting Crew Chief assignments. Will debrief with me after completing assignment to talk about what situations occurred, what decisions were made and what could have been done better and to help me understand how to deal with them in the future and what resources I can use to help me make proper choices.	Review after each time after returning from a leave of absence.
Attend Crew Chief meetings (approved) to introduce what happens and how decisions are made in the supervisor/manager meetings to help them understand the roles of a supervisor	Will approve me to attend two Crew Chief/Supervisor meetings. Will walk me through the roles of Crew Chiefs in attending meetings and their involvement.	One quarter Before and after meeting--debrief

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 my uncle if he could meet with me share stories about different people issues he faces, how he handles them and why	Uncle will share stories with me whenever our families meet for dinner	For as long as I'm interested and want to learn
Ask uncle to show me the ropes when it comes to creating project estimates, timelines and workplans	Agrees to meet with me on Saturdays whenever he is pulling together a project bid	For as long as I'm interested and want to learn



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Ask my spouse to take our son every week to basketball practice so I can watch leadership/ESJ training videos	Agrees to take son most weeks but not all weeks	Throughout basketball season
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7. (Optional) Check-Ins

INITIAL MEETING DATE: <input style="width: 50px; height: 20px;" type="text"/> With Whom: <input style="width: 50px; height: 20px;" type="text"/> Discuss and obtain feedback on IDP, career goals, development activities, support desired and any agreements	CHECK IN DATE: <input style="width: 50px; height: 20px;" type="text"/> With Whom: <input style="width: 50px; height: 20px;" type="text"/> Discuss development activities, status, changes to IDP, celebrate progress and accomplishments, update agreements	CHECK IN DATE: <input style="width: 50px; height: 20px;" type="text"/> With Whom: <input style="width: 50px; height: 20px;" type="text"/> Discuss development activities, status, changes to IDP, celebrate progress and accomplishments, update agreements
Comments or Agreements	Comments or Agreements	Comments or Agreements