

## Appendix B

# Individual Development Plan



Name:

Plan Period From:

To:

Identified Development Need (Knowledge / Skill / Experience / Qualification)	How Will It Be Met? (On the job training / In-house – External course / Conference / College / Distance learning )	By When?	Who Will Be Involved? (Manager / Learning & Development / HR / Colleague / External source)	Cost	Budget Code

Please send a copy of the completed development plan to the HR Department.