



**SPRINGBOARD**  
INTERNATIONAL

### Sample Individual Development Plan

Name	Current Position	Date
Strengths		Areas for Improvement
Long-Term Career Goal(s)		

	Annual Objective	Action Steps	Target Date	Progress Notes (Mid-Year)	Progress Notes (Year-End)
1					
2					
3					

Mid-Year	Year-End
Employee signature:	Employee signature:
Supervisor signature:	Supervisor signature: