

FAA Leadership and Learning Institute Individual Development Plan

| Employee Name | Current Pos | sition | Organization | Pay Ba | nd or Grade |
|--|-----------------------|--|------------------------|--------------|-------------|
| | | | | | |
| Short-Term Career Goals (One to Three | e Years) | | | | |
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| Longer-Term Career Goals | | | | | |
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| Strengths (Determined by self-reflection | n, feedback from of | thers, assess | sments, and evaluation | ons) | |
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| Development Areas (Determined by se | If-reflection, feedba | ack from othe | ers, assessments, ar | nd evaluatio | ns) |
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| Employee Agreement | | | Manager Agr | eement | |
| I have discussed the plan below with my manager. I | | I have discussed the plan below with my employee. I | | | |
| agree to complete the activities aligned to my goals and | | agree to support the employee's progress toward | | | |
| provide progress updates at least quarterly to my manager. | | achieving goals and review his/her progress at least quarterly. Funding for development activities and | | | |
| managor. | | | me away from the jo | | |
| Signature | Date | Signature | | | Date |
| | | | | | |

| | 2 | |
|------------|---|------------------------|
| | Competency 1 | |
| | Development Goal 1 | |
| | Success Measure(s) | |
| | Description | |
| | Expected Outcome | |
| ty 1 | Resources or Support Needed | |
| Activity 1 | Target Completion Date | Actual Completion Date |
| | Potential Barriers or Risks | |
| | Approach to Overcoming Barriers or Managing Risks | |
| | | |
| | Description | |
| | Expected Outcome | |
| ty 2 | Resources or Support Needed | |
| Activity 2 | Target Completion Date | Actual Completion Date |
| | Potential Barriers or Risks | |
| | Approach to Overcoming Barriers or Managing Risks | |
| | or wariaging rasios | |
| | Description | |
| | Expected Outcome | |
| ر ع | Resources or Support Needed | |
| Activity 3 | Target Completion Date | Actual Completion Date |
| | Potential Barriers or Risks | |
| | Approach to Overcoming Barriers | |
| | or Managing Risks | |

| | Competency 1 | | |
|------------|---|------------------------|--|
| | Development Goal 2 | | |
| | Success Measure(s) | | |
| | Description | | |
| | Expected Outcome | | |
| ty 1 | Resources or Support Needed | | |
| Activity 1 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
| | | | |
| | Description | | |
| | Expected Outcome | | |
| y 2 | Resources or Support Needed | | |
| Activity 2 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
| | | | |
| | Description | | |
| | Expected Outcome | | |
| رع | Resources or Support Needed | | |
| Activity 3 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |

| | Competency 2 | | |
|------------|---|------------------------|---|
| | Development Goal 1 | | |
| | Success Measure(s) | | |
| | Description | | |
| | Expected Outcome | | |
| Activity 1 | Resources or Support Needed | Actual Completion Date | T |
| Activ | Target Completion Date Potential Barriers or Risks | Actual Completion Date | |
| | Potential barriers of Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
| | | | |
| | Description | | |
| | Expected Outcome | | |
| ty 2 | Resources or Support Needed | | |
| Activity 2 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
| | | | |
| | Description | | |
| 33 | Expected Outcome | | |
| | Resources or Support Needed | | |
| Activity 3 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers | | |
| | or Managing Risks | | |

| | Competency 2 | | |
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| | Development Goal 2 | | |
| | Development Goal 2 | | |
| | Success Measure(s) | | |
| | Description | | |
| | | | |
| | Expected Outcome | | |
| ty 1 | Resources or Support Needed | | |
| Activity 1 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
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| | Description | | |
| | Expected Outcome | | |
| ty 2 | Resources or Support Needed | | |
| Activity 2 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers | | |
| | or Managing Risks | | |
| | Description | | |
| ty 3 | Expected Outcome | | |
| | Resources or Support Needed | | |
| Activity 3 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |

| | Competency 3 | | |
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| | Development Goal 1 | | |
| | Success Measure(s) | | |
| | Description | | |
| | Expected Outcome | | |
| Activity 1 | Resources or Support Needed Target Completion Date | Actual Completion Date | T |
| Activ | Potential Barriers or Risks | Actual Completion Date | |
| | | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
| | D | | |
| | Description | | |
| | Expected Outcome | | |
| ty 2 | Resources or Support Needed | | |
| Activity 2 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
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| | Description | | |
| ty 3 | Expected Outcome | | |
| | Resources or Support Needed | | |
| Activity 3 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers | | |
| | or Managing Risks | | |

| | Competency 3 | | |
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| | Development Goal 2 | | |
| | Success Measure(s) | | |
| | Description | | |
| | Expected Outcome | | |
| ty 1 | Resources or Support Needed | | |
| Activity 1 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers or Managing Risks | | |
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| | Description | | |
| | Expected Outcome | | |
| ty 2 | Resources or Support Needed | | |
| Activity 2 | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |
| | Approach to Overcoming Barriers | | |
| | or Managing Risks | | |
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| | Description | | |
| Activity 3 | Expected Outcome | | |
| | Resources or Support Needed | | |
| Ac | Target Completion Date | Actual Completion Date | |
| | Potential Barriers or Risks | | |

| Approach to Overcoming Barriers | |
|---------------------------------|--|
| or Managing Risks | |

| Quarterly Progress Review | | | |
|---------------------------------|--------------------------------|--|--|
| Date: | | | |
| Employee Assessment of Progress | | | |
| Quarterly Pro | gress Review | | |
| Da | te: | | |
| Employee Assessment of Progress | Manager Assessment of Progress | | |

| Quarterly Progress Review | | | |
|---------------------------------|--------------------------------|--|--|
| Date: | | | |
| Employee Assessment of Progress | Manager Assessment of Progress | | |
| Quarterly Pro | gress Review | | |
| | ite: | | |
| Employee Assessment of Progress | Manager Assessment of Progress | | |