Individual Development Plan (IDP)
How to Use the Tools and Resources

The LLC provides the tools and resources to help employees and people leaders put individual development plans together for each employee. Because everyone has different needs and brings a myriad of talents, skills and strengths, these tools and resources should help.

Recommended Steps:

**Step 1**
**E-learning Module**
Start here if you haven’t done a development plan at U of T. This module provides you with a complete understanding of the development process, why it’s important and your role in your own development.

**Step 2**
**IDP Workbooks**
After you have completed the e-learning module, you can use the self-assessment tool to guide your thinking to identify development opportunities and potential activities.

**Step 3**
**IDP Form**
Complete a draft IDP prior to meeting with your people leader.

**Employee**
- Start here if you haven’t done a development plan at U of T. This module provides you with a complete understanding of the development process, why it’s important and your role in your own development.
- After you have completed the e-learning module, you can use the self-assessment tool to guide your thinking to identify development opportunities and potential activities.
- Complete a draft IDP prior to meeting with your people leader.

**New People Leader**
- Start here if you are a new people leader or if you haven’t had a development conversation with your employees at U of T. This module provides you with a full understanding of the employee development process, including your role as a people leader.
- After you have completed the e-learning module, use this guide to prepare to meet with your employee to discuss their IDP. It will prompt your thinking and provide guidance on how to discuss the IDP.
- You will review this document with your employee during a 1:1. This is an opportunity to bring your thoughts to the process, and work towards a final mutually agreed-upon plan.

**Experienced People Leader**
- Start here if you are an experienced people leader and have done this type of exercise in the past. This guide will walk you through U of T’s approach to development and help you to think about your employees’ development.
- You are welcome to review the e-learning module if you’d like a refresher, but it isn’t necessary.
- You will review this document with your employee during a 1:1. This is an opportunity to bring your thoughts to the process, and work towards a final mutually agreed-upon plan.