**Individual Development Plan**

Date of completion: \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The manager will keep the original. The employee will receive a copy.

Material prepared by HR 2016-03-01, Reg. 241-16.  
Revised and translated 2017-02-01

Note what has been decided during the Professional Development Dialogue (you do not need to fill in all fields). Note goals, interventions, and activities related to skills development.

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| **Decision/What will be done** | **Responsible party** | **Start**  **when** | **Complete**  **when** | **Follow-up**  **when** |
| **Work environment and well-being** |  |  |  |  |
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| **Employeeship** |  |  |  |  |
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| **Goal-fulfilment and performance** |  |  |  |  |
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| **Development contribution** | **Responsible party** | **Start**  **when** | **Complete**  **when** | **Follow-up**  **when** |
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| **Innovation, utilisation, and collaboration** |  |  |  |  |
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| **Teaching** |  |  |  |  |
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| **Research/artistic development** |  |  |  |  |
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| **Leadership** | **Responsible party** | **Start**  **when** | **Complete**  **when** | **Follow-up**  **when** |
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