

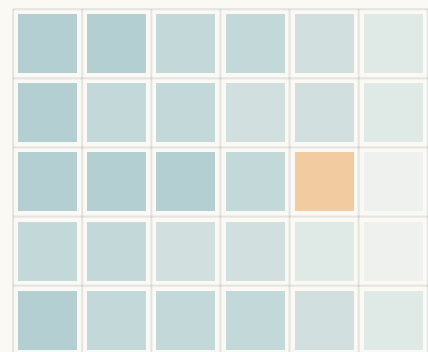
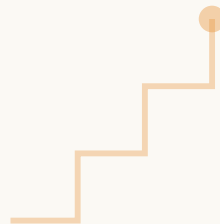


A FREE ARDENT WORKSHOP STARTER

Individual Development Plan

Free printable one-pager — worked example and blank

1 person · 2 goals · 5 activities worked example · blank to print



How to use it

An Individual Development Plan (IDP) turns “where do you want to go next” into a short, dated plan: a few goals, and the activities that build toward them. Fill it in together after a development conversation, not for someone.

- 1 Have the development conversation first — what does this person want next, and what would prove they're ready for it.
- 2 Fill in the plan together: a few goals (this printable has room for two, the free workbook for five), and the 70-20-10 activities behind each.
- 3 70-20-10 is a rule of thumb, not a quota — mostly stretch work on the job (Experience), some learning from people (Exposure), a little coursework (Education). Compare your actual mix to it by eye, or type the plan into the free workbook, which adds up the mix for you; nothing here scores it.

KEEP IT CONFIDENTIAL

A filled-in plan holds personal development notes about a named person. Keep printed copies with your other confidential personnel records, share them only with the people who need them, and follow your company's policy for employee records. It is a development-planning aid, not an HR or legal document.

A development-planning aid, not HR or legal advice. The example person in this pad is fictitious.

Dana Whitfield is a fictitious example from the full workbook's sample team, a Senior Support Specialist working toward Team Lead. Here is Dana's plan, filled in.

Dana Whitfield is fictitious — type your own person's plan into Individual-Development-Plan-Template.xlsx, the free workbook on this pad's download page, ardentworkshop.com/resources/individual-development-plan-template/.

WORKED EXAMPLE — FICTIONAL

Individual Development Plan

Name Dana Whitfield	Current role Senior Support Specialist	Target role Team Lead
Manager Jordan Ellis	Plan start June 1, 2026	
Where I want to go (in my words) Lead my own pod within a year and help newer agents get confident faster.		
Strengths I will build on Calm under pressure; the person new hires ask first.		

Goals

#	Skill it builds	Goal	How we'll know, by when
1	Handling escalations	Resolve 90% of pod escalations in one contact by Nov 30, 2026, without handing off to the manager.	Escalation log: first-contact resolution rate (by November 30, 2026)
2	Process improvement	Fix the returns-process handoff and cut repeat contacts on returns by 20% by Oct 31, 2026.	Repeat-contact rate on returns tickets (by October 31, 2026)

70-20-10 plan — mostly stretch work

Goal #	Activity	Type	Quarter	Hours
1	Own the pod's escalation queue two days a week	Experience	2026-Q3	40
1	Shadow the operations manager on executive escalations	Exposure	2026-Q3	12
1	De-escalation workshop	Education	2026-Q4	6
2	Lead the returns-handoff fix project	Experience	2026-Q4	30
2	Process improvement basics	Education	2026-Q3	8

Compare to the rule of thumb — 70% / 20% / 10%

Actual mix: Experience 73% · Exposure 13% · Education 15% of 96 planned hours (each share rounded)

Signed — employee / manager / date

YOUR PLAN

Individual Development Plan

Name	Current role	Target role
Manager	Plan start	
Where I want to go (in my words)		
Strengths I will build on		

Goals

#	Skill it builds	Goal	How we'll know, by when

70-20-10 plan — mostly stretch work

Goal #	Activity	Type	Quarter	Hours

Compare to the rule of thumb — 70% / 20% / 10%

Actual mix: Experience ___% · Exposure ___% · Education ___% of ___ planned hours

Signed — employee / manager / date

Want to run a whole team, not just one plan?

The free template gives you one person's plan. The full Individual Development Plan (IDP) Workbook runs your whole team from one file.

WHAT THE FULL WORKBOOK ADDS

Every goal tied to the competency gap it closes. Each person's 70-20-10 mix checked as you fill it. Readiness calls checked against open critical gaps. Overdue check-ins, stalled goals and budget burn on one dashboard. [Get the full Individual Development Plan \(IDP\) Workbook >](#)

See the full range at ardentworkshop.com.

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