

## Individual Development Plan

An Individual Development Plan (IDP) is a tool used to assist the participant in their career and personal development throughout the exchange program. Its purpose is to help the participant reach their short-term and long-term goals. It should be executed as a partnership between the participant and the Host Supervisor. It involves preparation and continuous feedback and should be reviewed and updated on a quarterly basis to ensure all learning objectives are being met through the duration of the program.

Name:	Date:
Host Supervisor:	Home Supervisor:

### STEP 1: DESCRIBE YOUR OVERALL OBJECTIVES

#### WHAT ARE THE OBJECTIVES?

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#### HOW DO THE OBJECTIVES RELATE TO THE CONTRIBUTION AREAS?

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### STEP 2: CREATE A DETAILED OUTLINE OF THE STEPS NECESSARY TO ACHIEVE YOUR OBJECTIVES

WHAT IS THE EXPECTED RESULT?	WHAT IS THE TIME FRAME FOR THE OBJECTIVES?

**STEP 3: WHAT ARE THE SPECIFIC STEPS/ACTIONS/ACTIVITIES YOU WILL TAKE TO COMPLETE YOUR OBJECTIVES?**



Action Description	Resources Needed	Obstacles	Completion Date

Q1 Check-in	Accomplishments	Host Supervisor Feedback	Home Supervisor Feedback
Q2 Check-in	Accomplishments	Host Supervisor Feedback	Home Supervisor Feedback
Q3 Check-in	Accomplishments	Host Supervisor Feedback	Home Supervisor Feedback
Q4 Check-in	Accomplishments	Host Supervisor Feedback	Home Supervisor Feedback