



## Individual Development Plan

The employee and his/her line manager shall fill out this Form in order to determine and document the most important training fields, on which the employee shall focus at the beginning of each year. After filling out the form, the line manager shall submit it to Human Resources Department for review and approval. Upon approval, the approved original copy shall be sent to the line manager for the purpose of monitoring and provision of support to its employees.

The requirements and areas of training and development shall be specified in light of annual objectives and the performance requirements agreed upon during "performance planning" phase derived from the performance management course at the beginning of each year in accordance with the evaluation results of behavioral competencies for the year ended.

The requirement and areas of training vary between technical and specialized skills, behavioral skills, and general professional skills.

Employee's Name:	Job number:
Sector:	Department/Division:
Line Manager:	Date:

Training and development forms \*:

- 1- Training Courses (either group workshops or e-training programs).
- 2- Professional and academic qualifications
- 3- Job Rotation and developmental secondment
- 4- Applied tasks
- 5- Job Shadow and Directed Practical Guidance
- 6- Conferences and specialized forums.
- 7- Research and intensive knowledge.

\*For further information regarding the standards and means of applying these training forms, kindly refer to the approved "Training and developing System" in the Federal Government.



**Federal Authority for Government Human Resources**

Serial No.	Development Areas (define the capabilities, skills and knowledge that need training or development)	The Annual Target or the Relevant Competence (Behavioral or Technical)	Approved Training and Development Forms	Criteria for Success (indicators of success and effectiveness of development process)	Targeted Time to complete the development process	The Required support from The Line manager and the employee role to achieve the required development	Training and Development Results (The progress achieved and demonstrated by the employee through his career performance)
1							
1							
3							
4							

Employee Signature: \_\_\_\_\_

Line Manager Signature: \_\_\_\_\_

Signature of Director of Human Resources Department (or its Deputy):

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