

Creating your own Individual Development Action Plan (IDAP)

1. Personal Vision (the Result you want to create)

Begin by completing the *Personal Vision* section at the top of the page. Ask yourself: **“What is it you truly care about creating in your personal and professional life?”**

Translate your Vision into a list of 1 – 3 learning/performance goals that will help you focus your efforts in reaching your personal vision. Consider this: “To achieve my personal vision, what goals do I need to set in order to learn, develop or strengthen specific skills and capabilities?” Be as specific as you can. It is recommended that you apply the SMART criteria wherever possible. You may consider using the SAF Leadership Competency Model (LCM) to structure your thinking about the kind of skills and capabilities you would need in order to achieve your personal vision.


The following are some examples of Personal Vision and Learning/Performance Goals:

Examples of Personal Vision	Examples of Goals
To be an inspiring and effective Leader to my subordinates and peers.	1. To improve my active listening skills 2. To develop my skills in facilitating generative conversations 3. To develop my skills in building teams To complete by 20XX
To achieve a high level of personal mastery	1. To develop my self-awareness through soliciting feedback 2. To develop a habit of regular self-reflection and journaling 3. To actively challenge my mental models to see things from a different perspective

2. Current Reality (What you now have/do not have)

Next, complete the *Current Reality* section with relevant aspects of current reality as you see it, be it within yourself or the environment around you. Be as factual and specific as you can. Your Current Reality can be in terms of your self-awareness, reflections from past experiences, informal feedback received from people around you, or any other formal training/course reports, appraisals etc.

3. What I Can / Will Do

Finally, make a list of actions you CAN and WILL do in order to achieve your goal. Write them down in the “Arrow ” section of your IDAP. Break them down into actions you can do in the short-/mid-/long term.

4. Achieving your Goals

As you think about clarifying your current state and your desired state with your learning/performance goals. Here are some questions to support your planning about your actions.

- a. What are some possible conflicts/barriers that might get in the way of you achieving your goals?
- b. What are possible resources you might need to support your development?
- c. What changes in structures might you need to make to support your development?
- d. How will you obtain feedback to support your development and to know what kind of progress you are making?
- e. What conversations might you need to have with the people around you (i.e. supervisor, peers, subordinates, family, and friends) in order for them to understand the nature of your commitments and the kind of support you will need from them?



MY PERSONAL VISION IS:

To be an inspiring and effective Leader to the people around me

MY LEARNING/PERFORMANCE GOAL(S) IS/ARE:

- To improve my active listening skills by 2015; I want to be able to pay full attention to the person who is speaking, not only to what is being said but also how it is being said, through the tone of voice and body language, without pre-judging what is being said.
- When I do not understand, I want to be able to clarify my understanding of what the person is trying to communicate to me, with tact, sensitivity and sincerity.

WHAT I CAN / WILL DO...

... IN THE LONG TERM (1 – 3 YEARS)

1. To have and actively continue improving my active listening skills, by having people around me give me feedback on how they have seen me improved over the past 3 years.
2. To continue to practise active listening skills and through daily self-reflection and journaling, note down my learning progress on the quality of my listening as part of a system governance over such a practice.

... IN THE MID-TERM (6 MTHS – 1 YEAR)

1. To schedule an end-of-year coaching conversation session with my subordinates to round up the coaching done over the past year, and to review their goals achievement up to this point, and to seek feedback on how the coaching over the past year has benefited them.
2. To see that meetings chaired are conducted more effectively, with much more clarity and direction coming out as an outcome by the end of 2014
3. To read up more not just on active listening skills but also other aspects of effective communication and interpersonal effectiveness by the end of the 2014.

... IN THE SHORT TERM (1 - 6 MTHS)

1. Schedule coaching conversation sessions (at least once a month) with my subordinates to practise coaching, paying particular attention to the quality of my own listening; seeking feedback at the end of the session.
2. When chairing meetings, practise the check-in process and pay attention to the quality of my own listening (to start from Apr 2014)
3. Practise asking clarifying questions in meetings (at least once in each meeting I chair for the next 4 weeks)
4. Practise paraphrasing during meetings (at every meeting for the next 4 weeks)
5. When conversing with anyone, to give him/her full attention by maintaining eye-contact and good body language, noticing his/her tone of voice and body language as well.
6. Practise daily reflection and journaling on the quality of my listening at end of each day.
7. Identify a Learning Partner and review my learning progress with him/her once every fortnight.

MY CURRENT REALITY IS:

- I am impatient when listening to others. I often cut my subordinates and peers, sometimes even superiors off when in conversations with them (a bad habit!). I tend not to try to understand their views before I offer my views.
- I have been given feedback that I often “hear” but do not “listen”. I don't always listen to my subordinates and usually tell them what I think and expect them to accept what I say without any questions.

Adopted from “The Path of Least Resistance” and “The Path of Least Resistance for Managers” by Robert Fritz



INDIVIDUAL DEVELOPMENT ACTIONPLAN (IDAP) OF RANK/NAME: _____

MY PERSONAL VISION IS:

MY LEARNING/PERFORMANCE GOAL IS:

WHAT I CAN / WILL DO...

... IN THE LONG TERM (1 – 3 YEARS)

... IN THE MID-TERM (6 MTHS – 1 YEAR)

... IN THE SHORT TERM (1 - 6 MTHS)

MY CURRENT REALITY IS:

Adopted from "The Path of Least Resistance" and "The Path of Least Resistance for Managers" by Robert Fritz