

CREATING EFFECTIVE INDIVIDUAL DEVELOPMENT PLANS (IDPS)



GENTEX[®]
TRAINING CENTER



Introduction

Creating Effective Individual Development Plans (IDPs) Training Course prepares HR professionals and managers to design personalized growth plans that align employee goals with organizational needs. Well-structured IDPs help employees build skills, advance their careers, and stay engaged at work. This program combines proven development frameworks with practical tools for goal-setting, gap analysis, and progress tracking. Furthermore, it addresses common challenges such as vague development goals, weak follow-through, and disconnected career pathways. Delegates leave with templates and methods they can apply immediately, from competency mapping to structured coaching conversations. As a result, organizations benefit from stronger talent retention, clearer career pathways, and measurable employee growth.

Creating Effective Individual Development Plans (IDPs) Course Objectives

- Conduct skills-gap analysis using competency frameworks
- Set development goals using the SMART goal-setting method
- Apply the 70-20-10 model to structure learning activities
- Build individual development plan templates aligned with career pathways
- Use coaching conversations to support employee growth
- Align IDPs with succession planning and talent management strategies
- Track development progress using performance review cycles
- Apply self-assessment tools to identify strengths and growth areas
- Design stretch assignments that build new capabilities
- Evaluate IDP effectiveness using follow-up review checkpoints

Course Methodology



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Interactive workshops using real workplace development case studies
- Hands-on exercises building sample IDP templates
- Group activities applying the 70-20-10 learning model
- Practical coaching conversation role-plays
- Short assessments to reinforce daily learning
- Individual action-planning sessions for workplace application

Who Should Take This Course

- HR professionals responsible for employee development
- Managers and team leaders supporting staff growth
- Learning and development coordinators
- Talent management professionals building career pathways
- Department heads overseeing performance reviews
- Professionals transitioning into people-development roles

Creating Effective Individual Development Plans (IDPs) Course Outlines

Day 1: Foundations of Individual Development Planning

- Purpose and value of individual development plans
- Overview of competency frameworks
- Conducting skills-gap analysis
- Linking IDPs to organizational strategy



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Case study: successful IDP implementation
- Practical exercise: identifying development needs
- Group discussion on development priorities

Day 2: Goal-Setting and Learning Design

- Writing development goals using the SMART method
- Applying the 70-20-10 learning model
- Balancing on-the-job, social, and formal learning
- Selecting relevant development activities
- Practical exercise: drafting SMART development goals
- Group review of sample learning plans
- Discussion on goal alignment with career paths

Day 3: Building the IDP Template

- Structuring a practical IDP template
- Mapping competencies to development actions
- Setting timelines and milestones
- Incorporating self-assessment tools
- Practical exercise: completing a sample IDP
- Group review of draft development plans
- Feedback session on template design

Day 4: Coaching and Supporting Development

- Principles of effective coaching conversations
- Using feedback to guide employee growth



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Designing stretch assignments for skill-building
- Supporting employees through career transitions
- Role-play: conducting a development conversation
- Group discussion on coaching challenges
- Best practices for ongoing support

Day 5: Tracking Progress and Measuring Impact

- Linking IDPs to performance review cycles
- Setting follow-up review checkpoints
- Measuring development progress over time
- Aligning IDPs with succession planning
- Sustaining motivation throughout the development journey
- Action-planning for post-course application
- Final review and course wrap-up

Conclusion

By successfully completing Creating Effective Individual Development Plans (IDPs) Training Course, participants will have acquired practical tools for goal-setting, competency mapping, and coaching conversations. Furthermore, delegates will understand how to apply the SMART method, the 70-20-10 model, and structured review checkpoints to support employee growth. As a result, they will be better equipped to build development plans that drive real progress. Gentex Training Center designed this course to help organizations strengthen talent through effective, personalized development planning.





FAQs

Q1 What is the "Creating Effective Individual Development Plans (IDPs)" course about?

This course covers goal-setting, competency mapping, coaching conversations, and progress tracking for building individual development plans. Participants learn practical frameworks for creating personalized growth plans that align employee goals with organizational needs.

Q2 What are the key benefits of the "Creating Effective Individual Development Plans (IDPs)" course?

Participants gain stronger goal-setting skills, improved coaching techniques, and reliable progress-tracking methods. Furthermore, organizations benefit from higher employee engagement, clearer career pathways, and stronger talent retention across departments.

Q3 What skills will I gain from the "Creating Effective Individual Development Plans (IDPs)" course?

Delegates develop skills-gap analysis, goal-setting, coaching, and progress-tracking skills. These four core competencies help professionals design development plans that support employee growth and align with broader organizational talent strategies.



Q4 What tools, methods, or standards are covered in the "Creating Effective Individual Development Plans (IDPs)" course?

The course covers the SMART goal-setting method, the 70-20-10 learning model, competency frameworks, and structured coaching conversation techniques, giving participants recognized, practical tools for building effective individual development plans.

Q5 How is the "Creating Effective Individual Development Plans (IDPs)" course applied in real-world practice?

Participants apply skills-gap analysis to identify needs, use the 70-20-10 model to design learning activities, and hold coaching conversations to support progress, directly improving how organizations plan and track employee development.