

INDIVIDUAL DEVELOPMENT PLAN

Rate Your Skills Worksheet

Use the following scale to rate your current level of proficiency in each of your selected development focus areas:

Skill Level	Performance Standard
1	Slight familiarity with the skill (mostly by observing others perform the skill)
2	Some familiarity with/understanding of the skill; Performing the skill with assistance, direction, or oversight of others
3	Familiarity with the skill: Able to perform the skill on own without assistance, direction, or oversight of other under normal circumstances
4	Highly familiar with the skill; Able to successfully and consistently perform the skill unassisted under a variety of situation; Could teach others
5	Outstanding advanced skills; Attained skill mastery: Considered a Subject Matter Expert (SME) by others

Development Area #1: _____ Rating: _____

Development Area #2: _____ Rating: _____

Development Area #3: _____ Rating: _____

Development Area #4: _____ Rating: _____

What are the right development areas to focus on?

The development goals should not be so easy that they can be accomplished with little or no effort, nor so difficult that failure is almost certain. An effective development plan stretches you beyond your current performance level but is also attainable.

