A Step-By-Step Guide to Creating Your Individual Learning Plan (ILP)

1. Identify your career goals and motivations
   - What do you enjoy about your current role?
   - What motivates you at work?
   - What kind of professional opportunities do you want in the future (short-term and long-term)?
   - Record your short-term and long-term career goals on the ILP

2. Determine your strengths and developmental opportunities
   - What areas do you naturally excel in?
   - What challenges you?
   - What are your passions?
   - What feedback have you received from others regarding your strengths and opportunities (manager, peers, etc.)?
   - Record your strengths and developmental opportunities in the “Competencies/Skills/Knowledge/Experience” column of the ILP

3. Plan specific action steps to help you meet your developmental goals
   - Considering your future career goals, what areas do you need to focus on in order to be successful?
   - How will you utilize your strengths to work on your developmental opportunities?
   - What specific action steps will you take to achieve focus on your personal development?
   - Record your ideas for development activities, the estimated goal date for completion, and the career goal each activity corresponds to on pg. 2 of the ILP

4. Meet with your manager
   - Schedule a 30 – 60 minute meeting with your manager to review your ILP
   - Ask your manager for feedback on your career goals and developmental activities
   - Communicate to your manager how they can support you in reaching your goals

5. Act on your plan
   - Finalize your ILP using feedback that you received from your manager
   - Give a finalized copy of your plan to your manager
   - Schedule quarterly check-ins with your manager to update him/her on your progress
   - Assume ownership of your ILP

6. Update your plan
   - Record progress and key learnings in the ILP progress notes section
   - Add new activities to the plan as you complete others
   - Adjust career goals as you continue to develop in your role or take on a new role