Center for LEADERSHIP EXCELLENCE
The Cornerstone of Leadership

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

Explore

❶ 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

❷ 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

Plan

❸ 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

❹ 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

Act

❺ 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

❻ 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