

Individual Development Plan

Employee Name: _____ For FY: _____ Grade & Series: _____

PURPOSE ^a	COURSE TITLE (list only existing courses here; courses may be scientific, computer, managerial, GIS or administrative in nature)	Annual Planning Meeting Decisions			Changes Resulting from Interim Progress Reviews ^e
		COURSE NUMBER ^b	COURSE COST ^c	PRIORITY ^d	
R	IT Security Awareness	NA	None	1	

SAFETY -- COURSE TITLE	Annual Planning Meeting Decisions				Changes Resulting from Interim Progress Reviews ^e
	COURSE NUMBER ^b	COURSE COST ^c	SOURCE (if known)	PRIORITY ^d	

PURPOSE ^a	Workshop, Symposia, Conference, Meeting, Temporary Assignment, etc.	Annual Planning Meeting Decisions				Changes Resulting from Interim Progress Reviews ^e
		COST ^c	SOURCE (if known)	DATE (if known)	PRIORITY ^d	

- a. **Purpose:** R = Required; M = Meets Program Commitment; C = Career Enhancing.
- b. **Course Number:** This is a required field, especially if it is a WRD-Sponsored Training Course offered at the National Training Center or a Region.
- c. **Cost:** Please include travel costs. If you don't know the cost, please estimate it and indicate that it is an estimate with an e (e.g. \$1,900e).
- d. **Priority:** 1 = Current Fiscal Year (2004); 2 = FY 2005; 3 = FY 2006, 4 = Needed but not feasible (fiscal constraint, etc.).
- e. **Interim Progress Review Changes:** NA = no change; 1 = new entry; 2 = deleted entry.

Supervisor's Signature: _____

Date: _____