



# Individual Development Plan

## PLAYBOOK

# OVERVIEW

## **INSIGHTS TO IDP**

*What is an IDP & ITS Reason for Implementation*

## **ADVANTAGES**

*Advantages for Self, Leaders, and the Organization*

## **ROLES & RESPONSIBILITIES**

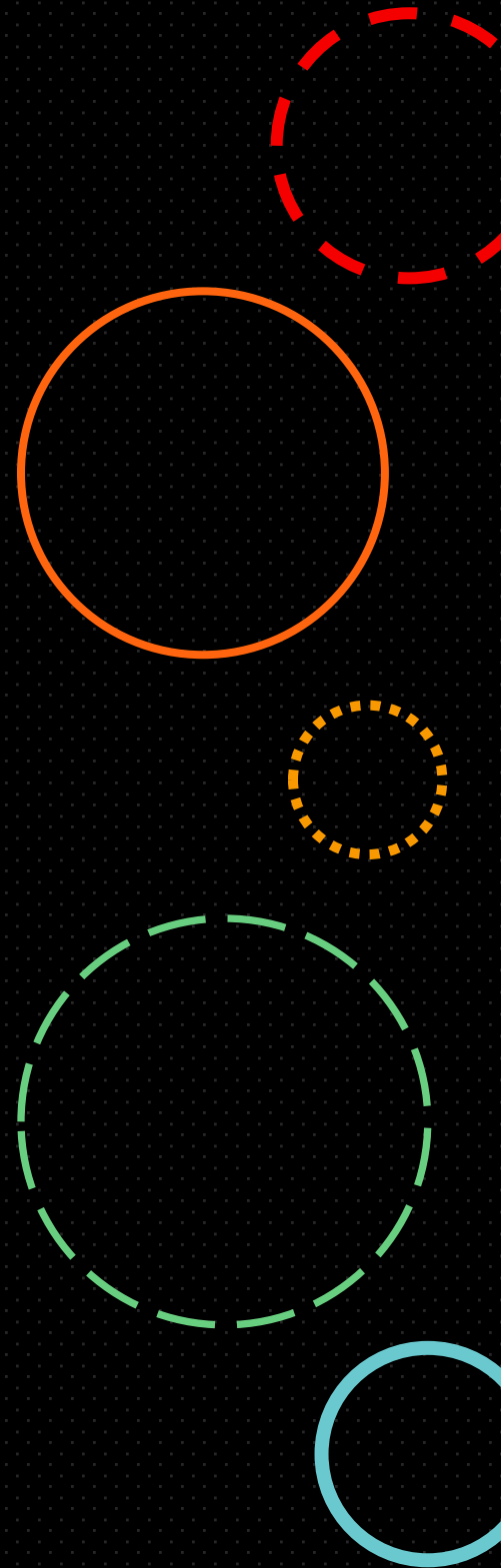
*What you, your supervisor and the organisation must do*

## **APPROACHES**

*Using SMART, SWOT, & Learning Modules for Reference*

## **ACTION PLAN**

*How to Craft an Ideal IDP*



# IDP & ITS PURPOSE

## Individual Development Plan (IDP)

A dynamic, ongoing tool to assist employees in career and personal development.

### PURPOSE

Help employees **reach short and long-term career goals**



IDP is **owned by employees**.  
It is customized to the individual,  
achievable; agreed and supported by  
the line manager.

Understand and **address competency gaps**



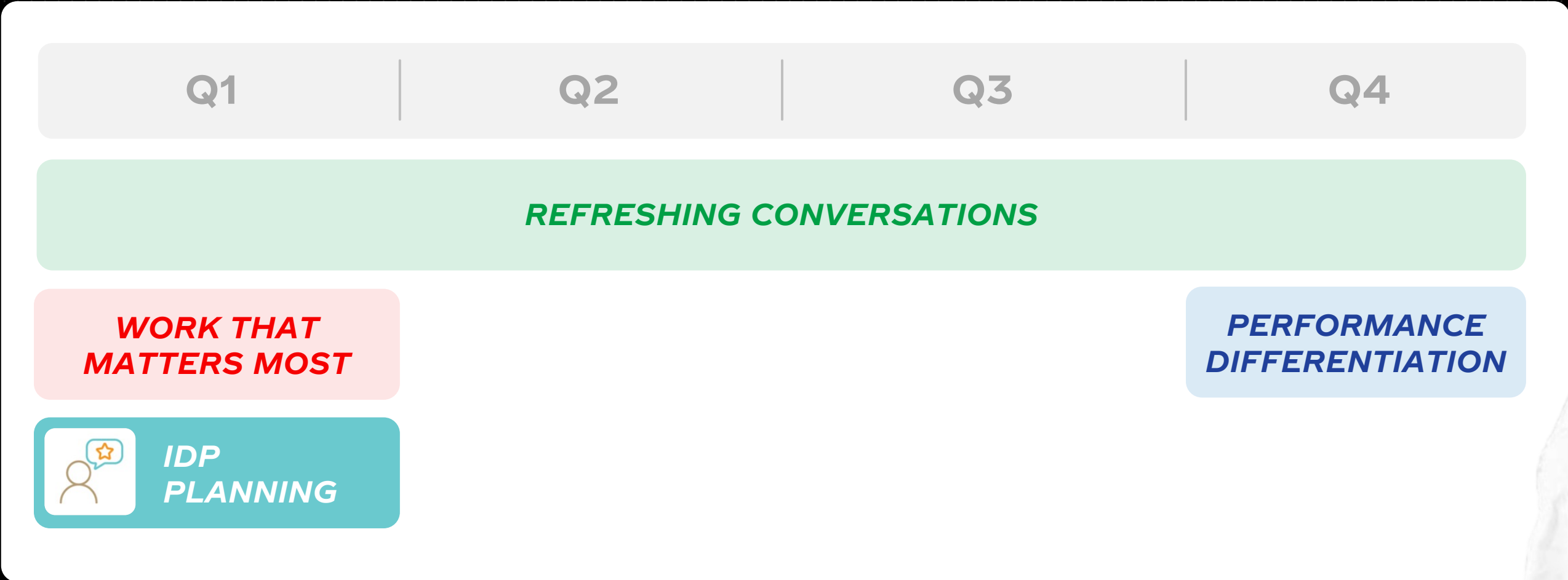
IDPs give associates clear **direction** on  
how to leverage and increase their  
skills and advance their careers.

**Improve job performance**



IDP should be **anchored** around  
the Growth Behaviors, Leadership  
Definition, and identified functional  
competencies

# TIMING



# KEY ELEMENTS



## COMPETENCE

What am I great at? What makes me special?



## PASSION

What do I love to do?  
What excites me and drives my ambition?



## ORGANIZATIONAL NEEDS

What does my organization require for me to bring it to the next level?

# WHAT'S IN IT FOR ME?

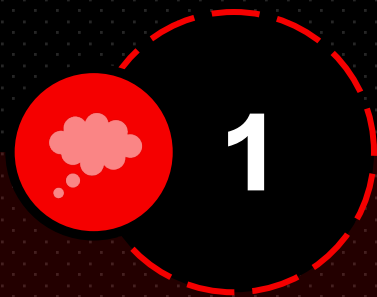
AS AN INDIVIDUAL





# ROLES & RESPONSIBILITIES

## AS AN INDIVIDUAL



### REFLECT

- What was done in the past?
- What can be done differently?
- How can I improve it further to excel?



### IDENTIFY

- What action steps must you commit to achieving your desired goals?



### DISCUSS

- Reassess your findings
- Ensure your expectations are aligned
- Align with your line manager for your next course of action



### EXECUTE

- Follow through on agreed plans and goals
- Discuss any concern/s with your line manager

# WHAT'S IN IT FOR ME?

AS A LEADER



## **MENTORSHIP**

Aid in the development of their employees to achieve the knowledge, skills and competencies according to their performance standards



## **RETENTION**

Employees feel the need to stay as their leaders care for them and want to see them grow.



## **ACCOUNTABILITY**

A sense of responsibility to be able to develop their employee to become the best! There is a sense of satisfaction in being able to see your employees bloom.



## **DOCUMENTATION**

Keep track of and document their employee's progress. It will help for any Performance Appraisal later.



# ROLES & RESPONSIBILITIES

AS A LEADER



## REFRESHING CONVERSATIONS

*Ask associates the following:*

- What have you achieved this year?
- How would you have done better?
- How can I help you achieve your best self?



## PLAN EXECUTION

- Mutually agree on the plan and execute accordingly.
- Act as an advisor and coach throughout the implementation of the associate's IDP.
- Remind the incumbent that the responsibility of IDP depends on them.



## CHECK-IN

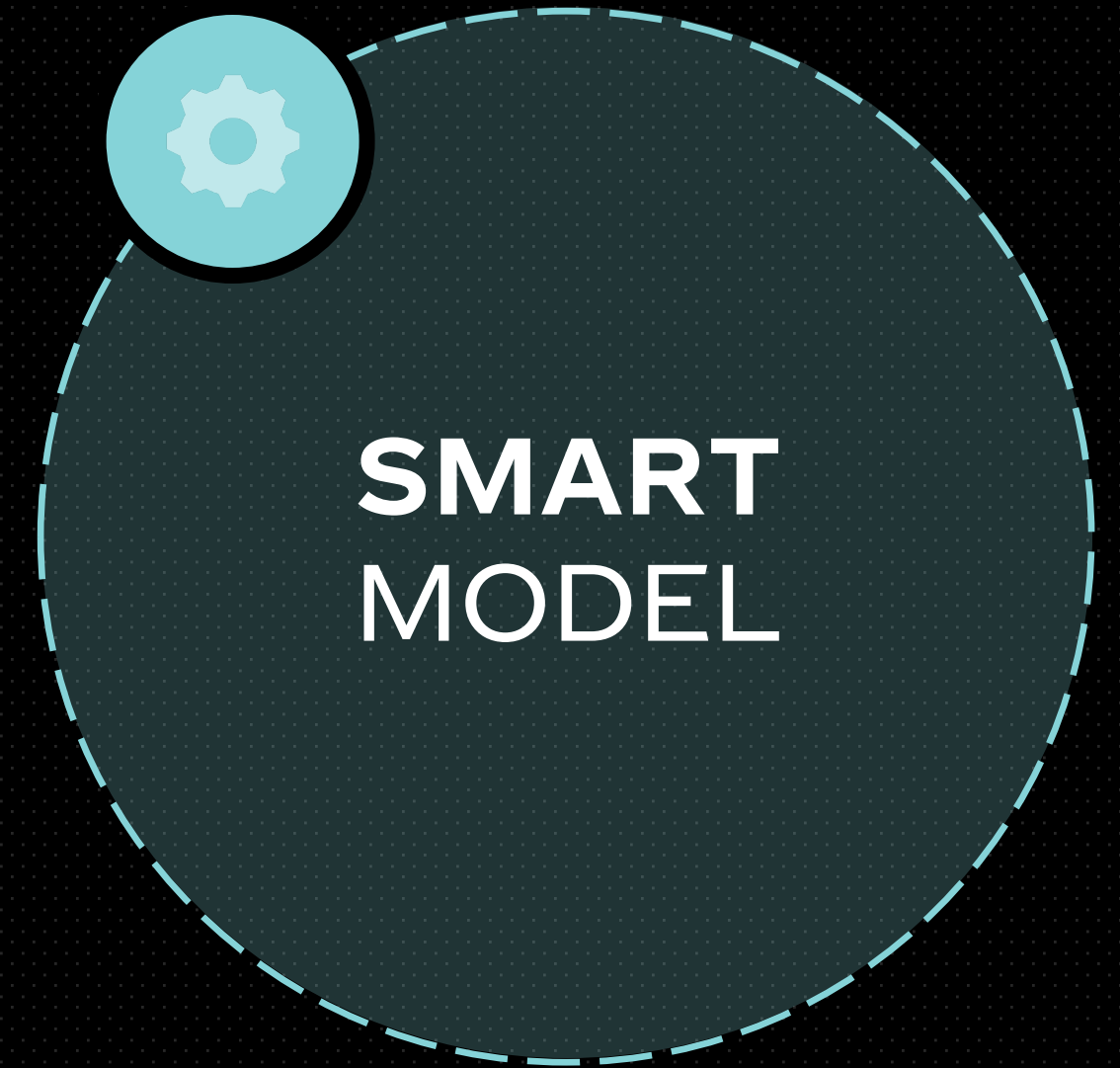
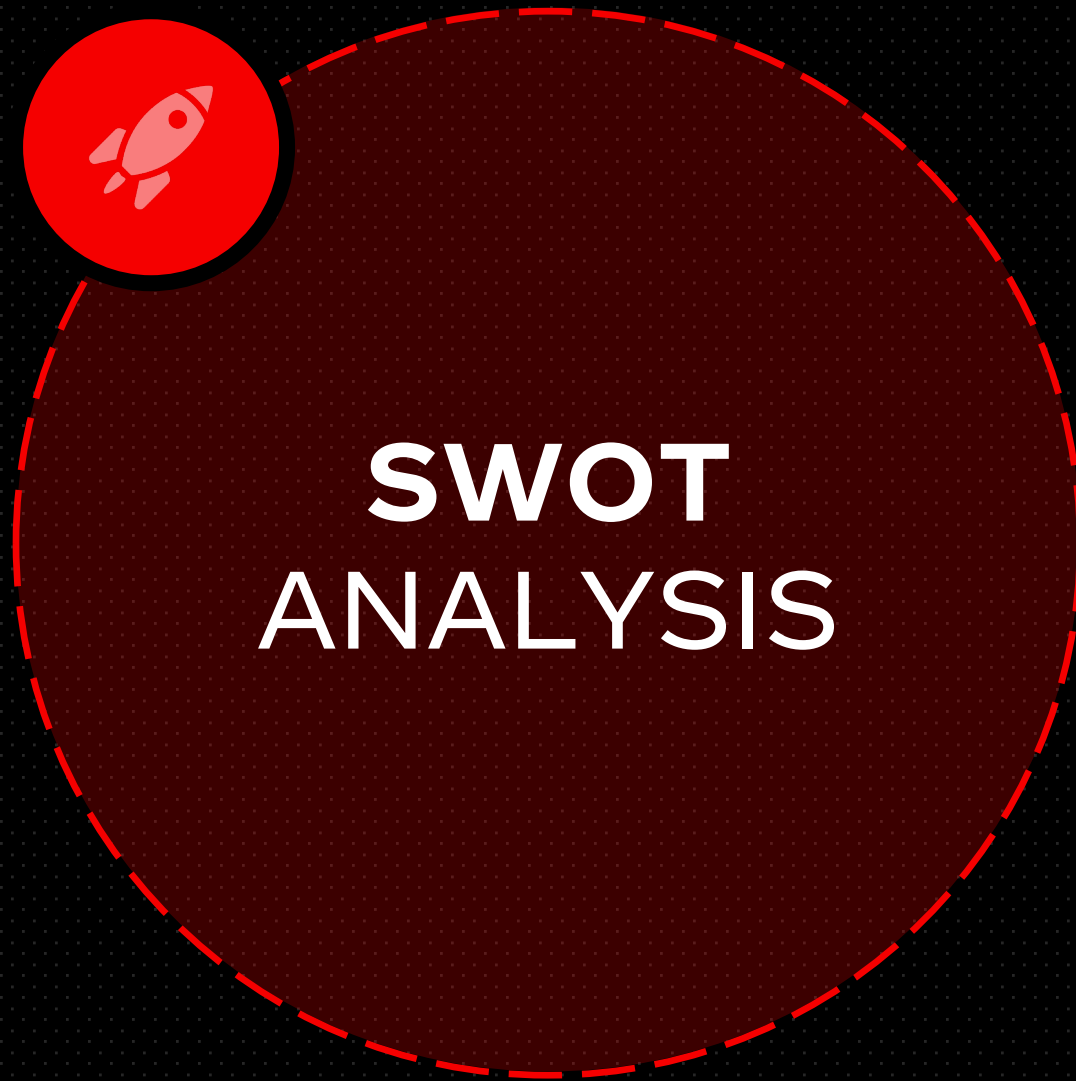
- Ensure that developmental activities support the objectives of the IDP
- Set regular check-ins to ensure the employee is on track and updated

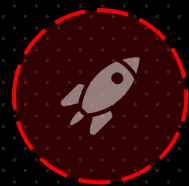


## REVIEW

- Solicit feedback from other stakeholders on the incumbent's progress throughout the period
- Support input with details
- Set another refreshing conversation to follow through on progress and give feedback

# APPROACHES TO IDP





# SWOT ANALYSIS



## STRENGTHS

**Define the qualities that you have that make you stand out as a person.**

- What are the professional qualifications/certification you have that makes you stand out?
- Can your expertise in some area make a difference to the organization?
- What projects/campaigns have you completed successfully?

S



## WEAKNESSES

**Define the areas of improvement to work on. Any qualities that need enhancement.**

- Do you have the necessary skills/qualifications to be successful in your current or future roles?
- Do you have bad habits? For example, frequently getting late, poor communication skills, etc.
- What other traits can you improve to be more efficient?

W

**Understand what significant changes you can bring externally and implement it**

- Are there any significant changes in your industry that you can take advantage of?
- Has new technology or industry trend emerged that you can make use of future?
- Is a new position advertised in your company that matches your skill set? Or did a position become vacant?

O



## OPPORTUNITIES



## THREATS

**Awareness of external factors that may affect your future promotion or your role in the organization.**

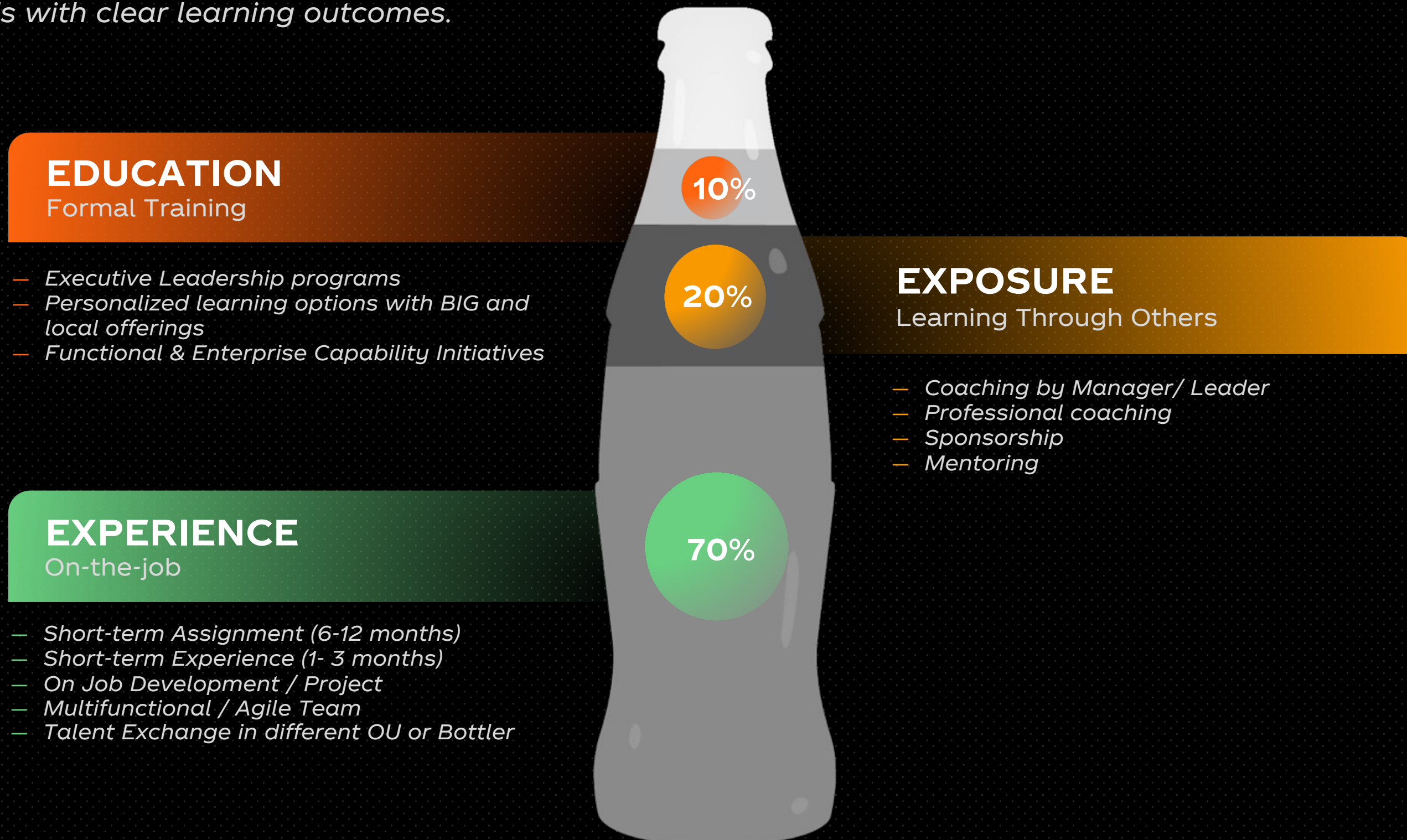
- Is one of your peers doing a better job than you in a similar role? Are both of you fighting for the same promotion?
- Is the popularity of new technologies or the demise of old technologies threatening your career?
- Are your personal traits hurting your career advancements?

T



# 70-20-10 MODEL

*Development Plan needs to be closely aligned with development needs with clear learning outcomes.*







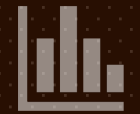
# SMART MODEL

*Coca-Cola*  
BOTTLING INVESTMENTS GROUP



## **SPECIFIC**

Make your goals specific & narrow



## **MEASURABLE**

Define evidence to prove progress



## **ACHIEVABLE**

Set reasonable goals to attain within the timeframe



## **REALISTIC**

Goals should align with values & objectives

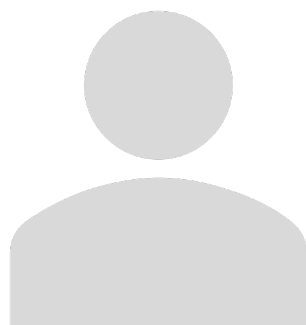


## **TIME BOUND**

Set realistic end dates for task prioritization



# SAMPLE IDP



Name	James Lim
Position	Franchise Sr. Manager
Job Grade	12
Years in Role	1.5 year

Career Aspiration	Franchise VP
Mobility	Mobile 1+yrs (Any OU except Africa (young family)
Previous Career Highlights	6-month STA on RTM transformation in China 2018 Sales Experience in local FMCG companies prior to joining KO

To be discussed & finalized in discussion between the manager & associate

## KEY STRENGTHS

High Learning agility  
Strong Leader and Coach/Mentor- – his team is performing well and his DR speaks well of him  
Strategic Orientation

## KEY DEVELOPMENT AREAS

Ability to drive change outside of his network  
Influencing Skills  
Emerging Market Knowledge  
Financial Knowledge & P & L Understanding

## POSSIBLE NEXT ROLE

Franchise Manager in a different market  
Commercial Manager at OU

## DEVELOPMENT PLAN 2023

### SKILLS

#### Enterprise/ Functional/ Leadership

Select self-learning options from CCU (eCornell/ Harvard/ Linkedin) to understand several approaches and tool to drive change and influence better

1. Leading Strategic Change – eCornell
2. Impactful Communication (Cohort Based for ASP - Q1)

### EXPERIENCE

#### Talent SWAP/ STA / STE/ Cross Functional Assignment/ Strategic Project/On-job development

1. Talent SWAP / STA in an emerging market (Any except Africa) outside of OU by end of 2023
2. Identify 2 key areas of opportunity for change in the core area of work & influence the bottler to apply these changes. (Add exact details, timeframe, and milestones)

### NETWORK

#### Mentoring for all/ EZRA Coaching/ Sponsorship

1. Mentoring for all – Peer Mentor in Finance < John Doe> to get a deeper understanding of the P & L, key levers, and impact.
2. Participate actively & connect with global counterparts. Nominated as the representative to lead Franchise Capability Council from ASP.
3. Include him in Franchise LT meetings once in a quarter.





# Individual Development Plan

## PLAYBOOK