INDIVIDUAL DEVELOPMENT PLAN

2. NAME IT!

3. CLAIM IT!
Crucial Insight Statements About This Theme

1. Client’s Goal or Objective

4. AIM IT!
The Intentional Steps the Client Will Take to Leverage His/Her Talents

Coach’s Name:
Client’s Name:
Session Date:
INDIVIDUAL DEVELOPMENT PLAN

DATE:

Coach's Name:  
Client's Name:  

NAME IT!

CLAIM IT!

Crucial Insight  
Statements About  
This Theme

Includer  
THEME

I am aware of when  
people feel excluded  
and understand the  
repercussions.  
I bring a high level  
of tolerance and  
acceptance.  
I want everyone to feel  
like part of the team.  
I hate cliques.

Woo  
THEME

I enjoy meeting and  
reaching out to  
new people.  
I bring energy to  
social situations.  
I can connect with  
others and help people  
connect with each other.  
I love to draw people  
out of their shells.

Learner  
THEME

I love the process  
of learning.  
I bring a learning  
perspective to a group.  
I love to be on  
the cutting edge,  
learning new things  
and processes.  
I want to be exposed  
to new information  
and experiences.

Client's Goal  
or Objective

Help team members get to know each other. Look for opportunities to bring together the team members who came from different parts of the organization to share their history and qualifications. Look for opportunities each week to help each person feel accepted and involved.

AIM IT!

The Intentional  
Steps the Client  
Will Take to  
Leverage His/  
Her Talents

Stay in touch with each virtual team member. Organize a touch-base meeting weekly with each person. Make sure everyone is at ease with the new team and situation.

Be a positive catalyst for this change. Others might be intimidated by the new organization, but demonstrate your willingness to make the most of this. Find opportunities daily to communicate something new while purposefully communicating its positive value. Take this responsibility seriously. This action can calm the fears of your new team members and spur them to engage.

Quickly assimilate my new team so that everyone is able to function as an interdependent team — everyone knows and values each other's strengths.