

# INDIVIDUAL DEVELOPMENT PLAN

Coach's Name:

Client's Name:

Session Date:

**2. NAME IT!**

THEME

THEME

THEME

**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

# INDIVIDUAL DEVELOPMENT PLAN

Coach's Name: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Date: \_\_\_\_\_

NAME IT!	<i>Includer</i>	<i>Woo</i>	<i>Learner</i>
	THEME	THEME	THEME
<p data-bbox="181 493 462 556">CLAIM IT!</p> <p data-bbox="181 556 462 1178">Crucial Insight Statements About This Theme</p>	<p data-bbox="462 493 747 661"><i>I am aware of when people feel excluded and understand the repercussions.</i></p> <p data-bbox="462 661 747 787"><i>I bring a high level of tolerance and acceptance.</i></p> <p data-bbox="462 787 747 871"><i>I want everyone to feel like part of the team.</i></p> <p data-bbox="462 871 747 1178"><i>I hate cliques.</i></p>	<p data-bbox="747 493 1039 619"><i>I enjoy meeting and reaching out to new people.</i></p> <p data-bbox="747 619 1039 703"><i>I bring energy to social situations.</i></p> <p data-bbox="747 703 1039 829"><i>I can connect with others and help people connect with each other.</i></p> <p data-bbox="747 829 1039 1178"><i>I love to draw people out of their shells.</i></p>	<p data-bbox="1039 493 1351 598"><i>I love the process of learning.</i></p> <p data-bbox="1039 598 1351 682"><i>I bring a learning perspective to a group.</i></p> <p data-bbox="1039 682 1351 829"><i>I love to be on the cutting edge, learning new things and processes.</i></p> <p data-bbox="1039 829 1351 1178"><i>I want to be exposed to new information and experiences.</i></p>

Client's Goal or Objective

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

AIM IT!

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

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. [Includer]

Start each team meeting with a brief discussion about what we all have in common. Help others understand that to respect the differences among team members (diversity of history, experiences, and specialization), we must begin by appreciating what we all have in common, while appreciating our unique value and potential contributions. [Includer]

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. [Woo]

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. [Learner]