CHECKPOINT 360°™
Individual Development Plan

Having reviewed your Checkpoint 360°™ Individual Feedback Report, it's time to create an Individual Development Plan. Your Development Plan doesn't need to be complex. Most often, the best course of action for your development will take place on the job and is something you can control through your everyday work.

Work through the three questions for each of your Areas of Focus, and plan for your next steps.

The individual development plan will ask you to use the **K-S-S Model**. Here is a quick guide to the model:

K actions you should **KEEP** doing.
These are the behaviors which you already do well and have a positive impact.

S actions you should **STOP** doing.
These are behaviors that bring negative results.

S actions you should **START** doing.
These are behaviors that could enhance your effectiveness.

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Areas of Focus #1: Add your first Focus Area here

1. Review the lists of **Skills, Behaviors, and Attitudes to Adapt and Practice** and **Challenging Activities** for the supporting behaviors in your Areas of Focus.

    a. What should you **keep** doing because it's working?

    b. What should you **stop** doing because it's not working?

    c. What should you **start** doing to increase your effectiveness?

2. Considering the above, what **one action** can you take to improve your leadership and management skills?

3. How will you know if you are successful in achieving your chosen action?

Areas of Focus #2: Add your second Focus Area here

1. Review the lists of **Skills, Behaviors, and Attitudes to Adapt and Practice** and **Challenging Activities** for the supporting behaviors in your Areas of Focus.

    a. What should you **keep** doing because it's working?

    b. What should you **stop** doing because it's not working?

    c. What should you **start** doing to increase your effectiveness?

2. Considering the above, what **one action** can you take to improve your leadership and management skills?

3. How will you know if you are successful in achieving your chosen action?

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Areas of Focus #3: Add your third Focus Area here

1. Review the lists of **Skills, Behaviors, and Attitudes to Adapt and Practice** and **Challenging Activities** for the supporting behaviors in your Areas of Focus.

    a. What should you **keep** doing because it's working?

    b. What should you **stop** doing because it's not working?

    c. What should you **start** doing to increase your effectiveness?

2. Considering the above, what **one action** can you take to improve your leadership and management skills?

3. How will you know if you are successful in achieving your chosen action?

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