

ONE-PAGE PLAN

Individual *Development* Plan

The bridge from assessment to action, translating a competency rating into a personalized growth plan with clear gaps, targeted actions, and a 70/20/10 development mix.

TEAM MEMBER

Sample Associate

ROLE

Analyst → Sr. Analyst

REVIEW CYCLE

Annual + Mid-Year

MANAGER / HRBP

Assigned

A. Competency Gap Analysis

COMPETENCY	CURRENT → TARGET	GAP	FOCUS THIS CYCLE
Business Acumen	 Develop → Strategic	Priority	Connect analysis to business outcomes
Influence	 Develop → Proficient	Build	Stakeholder communication & storytelling
Coaching	 Proficient → Strategic	Stretch	Mentor a junior team member
Data Analysis	 Proficient — on target	Sustain	Maintain & share expertise

B. Development Actions — the 70/20/10 mix

70% Experience

- Lead a cross-functional analysis project
- Present findings to senior stakeholders
- Own a process improvement initiative

20% Exposure

- Monthly coaching with manager
- Shadow a senior leader in planning
- Join the analytics community of practice

10% Education

- Business acumen course (Tier 3)
- Influence & storytelling workshop
- Curated reading & micro-learning

C. Cadence & Ownership

1. Co-created. Built jointly by team member and manager from the assessment.
2. Reviewed quarterly. Progress checked against actions, not just intentions.
3. Refreshed annually. Re-assess competencies and reset targets each cycle.

Why it works: the IDP turns a competency rating into a concrete plan tied to the Catalyst Framework, so growth is visible, measurable, and exports directly to the HRBP dashboard for portfolio-level tracking.