



Diploma in Funeral Arranging and Administration

Individual Development Plan (IDP)

You may find it helpful to have your own Individual Development Plan and use as a summary document to keep track on your development needs as you progress through the qualification.

1. Start with what you do well.

You will need to discuss with your NAFD approved tutor and your employer your strengths and your development needs as you progress through each of the qualification modules. Strengths can often be enhanced and also be leveraged in order to address development needs.

Start by completing your initial self-assessment. Consider the feedback you receive from both your tutor, and your employer. Focus on what you do well, before looking at what you specifically need to improve on.

2. Identify what you need to learn, or improve on.

Prioritise what you want or need to work on in order to achieve your development needs. If you are fairly new in your role, these will most likely be the unfamiliar functional areas that you have had little prior experience with. You can either self-assess, ask your funeral director /manager for feedback, and of course your tutor.

3. Identify “development actions” to address the needs

State your intentions. What are your aims and objectives? What do you need to put into place? What do you need to do; who you need to contact; how will you monitor your progress?

4. Assign a date

Assigning a date will help you to focus and be specific on your intentions, and keep your commitment! While you'll be responsible for most of your plan, your funeral director / manager may have a few things he/she may commit to doing to support you.

5. Discuss your plan with your tutor and your employer.

Although it's possible to have your own plan and not involve your funeral director / manager, it usually helps to get your funeral director /manager's feedback, involvement, and support. If for some reason you would prefer not to do this find a trusted colleague to talk it over with.

6. Implement the plan, follow-up often, and reflect on what you have learned

Keep your plan alive! Check off those items you have completed, and feel the sense of accomplishment. Think about what you did, what you read, what you learned. What were the lessons? What should you incorporate as a permanent part of your work? What should you reject? What did you learn about yourself?



Example

Individual Development Plan (IDP)

What do I do well?	What do I need to improve on?	What action I need to take, and in what priority order?	Date to work towards achievement



Notes: