



INDIVIDUAL ACTION PLAN (IAP)

The Individual Action Plan (IAP) is a simple, yet powerful tool designed to help you take ownership of your growth in an L&D role. Whether you're an individual contributor or manager, this template helps you clarify what success looks like, identify key relationships, and commit to an action you can take immediately. Use it to focus your energy, create momentum, and build the habits that will shape your impact.

Identify 1-2 critical actions you need to take within the next 30 days.

1. _____

2. _____

Choose the key outcome you want achieve from each critical action.

1. _____

2. _____

Who do you need to connect with to succeed (key stakeholders)?



Who two actions will you take within 72 hours of returning to work?

1. _____

2. _____

What skills or knowledge will completing these actions help you build?

How will you stay on track? (e.g., reminders, peer check-ins, etc.)