



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?

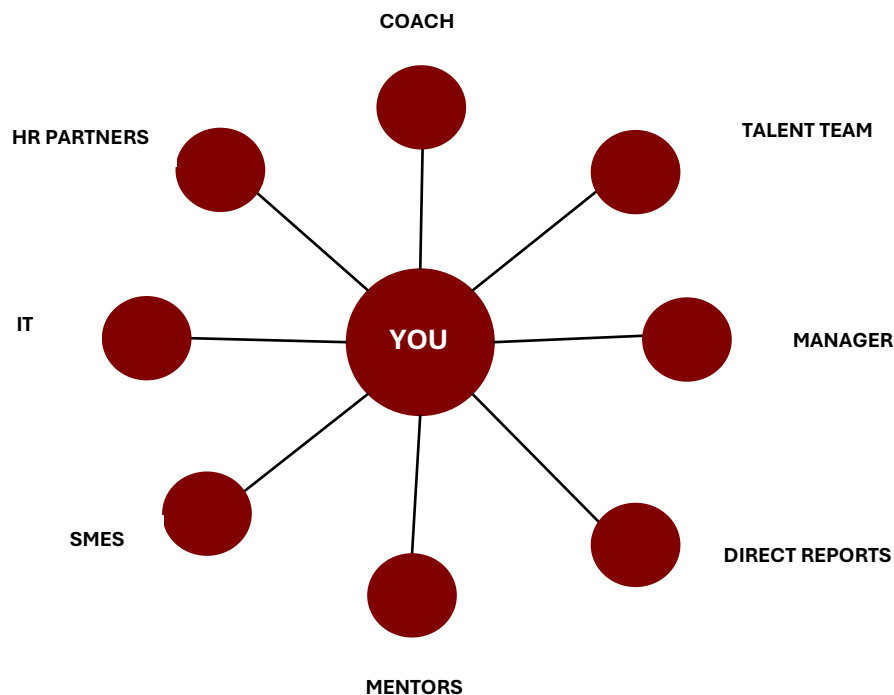
How will you stay on track? (e.g., reminders, peer check-ins, etc.)

Your L&D Spider Net

In Learning & Development, your relationships are your runway. Use this Spider Net to map out the people who will help you succeed - think mentors, collaborators, decision-makers, and champions. Start with yourself in the center and add names of roles around you. This visual will grow as you do so keep it close, update it often, and let it guide your days in L&D.

Key Points to Consider:

- ❄ **Think Strategically:** Every thread connects to a point of strength.
- ❄ **Start with Purpose:** Ask: *What do I need to achieve in my role?* Then map people who impact or support those outcomes.
- ❄ **Think in Layers:** Visualize your network in concentric circles—from core collaborators to broader influencers and allies.
- ❄ **Consider Flow of Influence:** Don't just think about titles—think about who influences decisions, who has knowledge, and who gets things done.
- ❄ **Balance Formal & Informal:** Include both people with formal roles (like your manager) and informal influencers (the “go-to” people who carry insight or culture).
- ❄ **Make It Dynamic:** Your net will grow, shift, and sometimes shrink. Revisit and revise it monthly as your relationships evolve.



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