

INDIVIDUAL DEVELOPMENT PLAN – JOB AID

An Individual Development Plan (IDP) is a tool used in partnership with your manager, to enhance your professional growth by:

- Identifying and plotting a plan for your career and professional development;
- Establishing goals for career and professional development that will enhance performance; and
- Identifying your strengths, talents, and passions and planning ways to use them on the job.

As a part of your IDP, you should identify your career and professional goals, determine what expectations, skills, and behaviors will help you achieve those goals, and then create a plan of action to accomplish those goals. You should work with your manager to identify those goals that will have the greatest impact both in the short term and long term, for both you and the University. In this way, you and the University can succeed together. This job aid explains your role in creating and directing your career and professional development and provides you with tools to create and launch your Individual Development Plan. Supervisors will consider how well you accomplish career and professional development goals when evaluating the Job Knowledge Critical Performance Element.

GETTING STARTED – A STEP-BY-STEP GUIDE TO THE INDIVIDUAL DEVELOPMENT PROCESS

1. IDENTIFY Your Professional Goals

- What motivates and energizes you at work?
- What kinds of opportunities do you want in the future?
- What opportunities exist in your current role that will help you develop and grow?
- Where do your motivations and the needs of the University strongly align?
- What do you want to learn, or prepare for?
- Note your goals and motivations on the IDP Form.

2. DETERMINE Your Talents/Strengths and Development Opportunities

- What are your talents/strengths?
- What are your passions; what do you love doing?
- What area(s) need improvement and/or what new areas would you like to learn?
- Review your recent and past performance reviews along with any performance-related feedback you have received from your supervisor(s), co-workers, and others; consider any self-assessments you have taken and think about whether they are consistent with your assessment of your talents, strengths, and development needs?

3. PLAN Your Focused IDP Objectives and Action Steps

- Considering your current career situation and future goals, where should you focus your development?
- Will your IDP include building capabilities, preparing for new opportunities, or both?
- Which of your strengths/talents will you use more often or expand?
- What development opportunities are important for you to focus on?
- Note your ideas for development activities on the IDP Form.

4. MEET With Your Manager

- Schedule a meeting with your manager to discuss your draft IDP.
- You should be prepared to lead this discussion since it is YOUR career and professional development that is being discussed.
- Prepare by reading through the “Meet With Your Manager” section of this guide.
- Bring the notes you created in Step 3 to the meeting.
- Use the “How to Conduct an IDP Meeting With Your Manager” steps to lead the discussion
- Meet with your manager to discuss and refine your individual development plan.

5. ACT On Your Plan

- Complete an IDP form to finalize your plan and give a copy to your manager.
- Plan and incorporate your IDP deadlines into your calendar.
- Partner with your manager to make the plan work.
- Schedule quarterly follow-up meetings (or more often if needed) to check on your progress.
- Act on the plan and assume ownership.

MEET WITH YOUR MANAGER

The Individual Development Plan (IDP) reflects a partnership, a joint effort by the employee and the manager to address career and professional development and continuous learning. In this meeting, the employee and manager should discuss the employee’s career aspirations; their proposed plan to enhance career and professional development and job performance; and how the plan will indeed enhance performance. The result of this discussion should be a refined IDP with goals and activities spelled out that will allow the employee to grow in directions of interest, while contributing to the needs of the University. Together, the employee and manager create a plan the employee can act on and the manager can support.

The process for getting ready and having the meeting is described below.

Employee Role	Manager Role
<p><i>Prepare for the Meeting</i></p> <ul style="list-style-type: none"> ▪ Think about what skills are needed for your current work and future positions, along with your interests and the University’s needs. ▪ Make notes on the IDP form and bring to your meeting. ▪ Prepare to lead the discussion – this is your development plan. ▪ Use the meeting steps in the next section to plan and stay on track during the meeting. <p><i>Meet</i></p> <ul style="list-style-type: none"> ▪ Your role is to provide an overview of your thoughts for each section of the IDP and share how you arrived at your ideas. ▪ Invite your manager to share his or her perspective as you move through each section and come to agreement about what will be incorporated into the plan. ▪ Set a time to get the refined IDP back to your manager and calendar a time for your first check-in. 	<p><i>Prepare for the Meeting</i></p> <ul style="list-style-type: none"> ▪ Review the employee’s most recent performance appraisal and goals. ▪ Think about resources and opportunities that might provide development for your employee. ▪ Think about how your employee’s talents and strengths can be best maximized. ▪ Make notes on the IDP form and bring to your meeting. ▪ Your employee will use the meeting steps in the next section to walk you through their ideas and goals for professional development. <p><i>Meet</i></p> <ul style="list-style-type: none"> ▪ Your role is to help the employee think through the plan based on what you know about the department’s direction and goals, the University’s goals, and the employee’s skills. ▪ Make sure you are clear about what will be included in the refined IDP, and how you will support it. ▪ Calendar the first check-in when your employee will meet with you to check progress.

HOW TO CONDUCT AN INDIVIDUAL DEVELOPMENT PLAN MEETING WITH YOUR MANAGER

1. State the purpose and process for the Individual Development Plan (IDP) discussion. “I would like to talk about ideas for my development and get your feedback so that we can agree on some next steps.”
2. Give your manager an overview of your IDP form and share how you arrived at your conclusions.
3. Ask and Listen – Invite your manager to share his or her perspective on the IDP and listen carefully to understand his or her perspective and reactions.
4. Decide with your manager which ideas to incorporate into your plan, and agree upon a due date for the finalized IDP plan.
5. Thank your manager for his or her support and set a time during the next quarter when you will meet to check your progress.

ACT ON YOUR PLAN

Employee Role – Follow-up on the plan

- Send your supervisor a copy of the finalized plan.
- Act on the plan. Implement the plan – this is your career, your future, and only you can take the steps required to develop and grow your skills and capabilities.
- Hold your scheduled meetings with your manager to track progress and make adjustments as necessary.

Manager Role – Follow-up on the plan

- Help your employee secure resources or opportunities to accomplish their goals (training, new assignments, people to contact, etc.)
- Check in informally on a regular basis to find out how much progress has been made.
- Hold scheduled meetings with your employee to track progress and coach as necessary.

INDIVIDUAL DEVELOPMENT PLAN ACTIVITIES

“Short List” of Potential Development Activities:

1. Present at or lead a meeting(s) you do not normally run.
2. Take on a significant role for a task/project/activity that crosses departmental boundaries.
3. Put yourself in someone else’s shoes (shadow or job swap for a predetermined time).
4. Mentor someone in the University; find a mentor in the University.
5. Volunteer and take a lead role.
6. Join a professional organization and sign up for a committee of interest, or role on a board.
7. Network to meet at least six (6) new people at the University.
8. Do an information interview (s) with some whose role interests you, and discuss what you learned with your manager.
9. Serve as a coordinator of a search/interviewing team for apposition your group is looking to hire into.
10. Build a business case for a change in your department, and present it to your manager.
11. Sign up to take part in a University community event or activity.
12. Do research on a topic that interests you and is related to your department, and present your findings at a staff meeting or to your manger.
13. Form and lead a team to improve hand-offs between your department and one of your other groups or departments.
14. Teach someone a skill or area of expertise you possess.
15. Become a member of a University community group and take on a leadership role in the group.
16. Look at Skillport (log in at <http://dchr.skillport/skillportfe>) to determine if there are any courses or programs you wish to complete.
17. Look at DCHR’s Center for Learning and Development FY 2019 course listing to determine if there any courses that would be suitable for your IDP. (See attached list.)

CENTER FOR LEARNING AND DEVELOPMENT

FY2019 COURSE LISTING

General Course Listing

Mandatory Training	
COURSE TITLE	COURSE CODE
Work Place Harassment	551361
Sexual Harassment Prevention	551095

HR Certification Training	
COURSE TITLE	COURSE CODE
Basic Employee Relations	522
Interviewing Techniques	550
Calculating Service Computation	551
Employee Performance Discussions	553
Instructional Design Essentials	554
Processing Federal Personnel Actions	555
Briefing Techniques	556
Qualification Analysis	557
Position Classification	558
Fair Labor Standards Act	559
Job Analysis & Assessment	560
Strategic Human Capital Management	561

Computer Training	
COURSE TITLE	COURSE CODE
Microsoft Basic Computer Skills 2010	2010BC
Microsoft Access 2010-Level I	2010A1
Microsoft Access 2010-Level II	2010A2
Microsoft Access 2010-Level III	2010A3
Microsoft Word 2010 - Level I	2010W1
Microsoft Word 2010 - Level II	2010W2
Microsoft Word 2010 Level III	2010W3
Microsoft Excel 2010 - Level 1	2010E1
Microsoft Excel 2010 - Level 2	2010E2
Microsoft Excel 2010 - Level 3	2010E3
Microsoft Powerpoint 2010	2010PP
Microsoft PowerPoint 2010-Level 2	2010P2
Microsoft Word Level 1 2016	2016W1
Microsoft Excel Level 1 2016	20160
Microsoft Word Level 1 2013	2013W1
Microsoft Excel Level 1 2013	2013E1
Microsoft SharePoint 2010	2010SP
Microsoft Publisher 2010	2010PB
Microsoft Project 2010 Level 1	2010PJ
Microsoft Sharepoint 2010-Level 1	2010SP
Microsoft Visio 2010-Level I	2010V1
Microsoft Adobe InDesign-Level 1	2010AD
Microsoft Outlook 2010	2010OT
Microsoft Project 2010-Level 2	2010P2
Microsoft Visio 2010-Level 2	2010V2

CLD Training Courses	
COURSE TITLE	COURSE CODE
9.2 CoreHR/ Position Management	150
9.2 eRecruit	151
9.2 Entering Question Sets	155
OverView of DCGIS Services	230
ARCGIS Desktop	232
ArcGIS Online for Organization	233
Quality Customer Care	302
Understanding PMP (ESS)	308
Resume Build. & Interviewing	402
Personality - Myers-Briggs	403
Work-Life Effectiveness	404
Setting Boundaries	408
Managing Up	412
Communicating Non-Defensively	501
Understanding Stress	509
LGBT Cultural Competency	517
Giving and Receiving Feedback	520
Coaching with Intention	525
Language Access	606
Agency-Level Admin ELM Trng	650
Ready, Set, Goal!	710
The First Step: Initiative	712
Managing Across Cultures	713
Negotiation and Influence	714
Managing Anger	715
Presentation Skills: 101 (2 Days)	716
Project Management Essentials (2 Days)	717
Critical Thinking Process	718
Art of Time Management	720
Change Management	721
Emotional Intelligence	722
Writing for Results (2 Days)	930
Leadership Skills for Non-Managers	932
Advanced Project Management (4 Days)	934
9.2 Commitment Accounting	154W

CENTER FOR LEARNING AND DEVELOPMENT

FY2019 MSS COURSE LISTING

Management Training Series

Management Training Series	
Introduction to Management Series	
COURSE TITLE	COURSE CODE
Skills for Emerging Leaders	723
Propelling into Management	724W
Management Ready?	725W
Bring Your "A" Game to Work	726W
	W = Webinar
Career Navigation Series	
COURSE TITLE	COURSE CODE
Unlock Your Personal Brand...You!	729
How to Navigate Your Career	727W
Managing Your Career	728W

MSS Courses	
COURSE TITLE	COURSE CODE
Progressive Discipline (MSS)	602
Strategic Communications (MSS)	711
Strategic Thinking - MSS	719
High Impact Presentation (MSS) (2 Days)	810
Skills for Success - How to Win Friends	811
Performance Management (MSS)	905
Reasonable Suspicion (MSS)	909
Mid-Year Discussion & PIP	915
Building High Performance Teams MSS	917
Introduction to Management MSS	918
Principles of Management (MSS)	919
Giving and Receiving Feedback MSS	935
Sexual Harassment Prevention MSS 2018	507A
Sexual Harassment Prevention T3	507AT3

FOR ADDITIONAL INFORMATION OR IF YOU ARE EXPERIENCING ANY DIFFICULTY CONTACT:

THE CENTER FOR LEARNING AND DEVELOPMENT AT

CLD@DC.GOV OR CALL 202-442-9700