



Individual Development Plan JOB AID

Your IDP serves as a roadmap to guide development activities that help you grow in your current position and prepare you for future roles. Below are the steps to help you create a quality Individual Development Plan (IDP).

Process	Instructions
Career Discussion	<ul style="list-style-type: none">• Schedule a conversation with your manager to discuss your plan for development<ul style="list-style-type: none">○ Discuss the results of your competency assessment including your strengths and areas of opportunity○ Discuss organizational needs; identify key positions and hard-to-fill positions and the skills and experiences needed to fulfill them; identify transferrable skills○ Discuss your career goals and aspirations and how they align with the needs of the organization○ Discuss potential development objectives and activities that will enable you to develop for your current role and/or for your career goals<ul style="list-style-type: none">▪ For Current Role(s): Development you need in order to be successful now (e.g., learn a new software tool for your project role)▪ For Career Goals: Long-term development that helps you achieve career goals (e.g., gain experience on a cross-functional assignment, obtain a professional certification)
Identify Development Activities	<ul style="list-style-type: none">• Consolidate and prioritize development needs• For each development activity, select the competency you wish to develop (your area of focus) and identify your development objective/expected outcome (the specific knowledge, skills, or ability you need to acquire or develop)• Ensure development objectives/expected outcomes enable you to continue building on your strengths and work on areas for development based on your career goals• Include three or four activities to be achieved over a two-year period• Include a mix of development activities to enhance strengths and address deficiencies - hands-on experience, networking, coaching, mentoring, collaborative learning or other methods of interaction with peers; formal training activities. <i>Remember development is more than just detail assignments and LMS courses!</i>• Ensure your development activities are actionable and challenging• Use the S.M.A.R.T. model<ul style="list-style-type: none">○ <i>Specific:</i> Does the objective/expected outcome describe the specific knowledge, skills, and abilities the employee needs to acquire or develop? Does the activity clearly describe the specific action the employee will complete?○ <i>Measurable:</i> Is the activity measurable? Is there a way to determine when the activity has been completed?



Process	Instructions
	<ul style="list-style-type: none"> ○ <i>Attainable</i>: Is the activity challenging but within the employee's ability to attain? ○ <i>Relevant</i>: Is the activity relevant to the employee's career goals and organizational needs? ○ <i>Time-based</i>: Does the activity specify the timeframe for completion? • Keep your IDP current – complete at least one activity every six months • Continuously update your IDP – as activities are completed add new ones to the plan. Follow up with your manager after you have completed an activity to reflect on what you learned and the results
<p>Resources</p>	<ul style="list-style-type: none"> • Use the resources available on the Career Development webpage on Blue/Human Resources: <ul style="list-style-type: none"> ○ Competency Models have been developed for the Officer, Executive, Managerial, and Supervisory levels and the Functional/Technical capabilities needed by field employees. Each model describes the attributes and behaviors associated with increasing levels of proficiency, creating useful tools for creating your IDP ○ Developmental Opportunities Guides are available for each of the Competency Models. Each guide lists a wide sample of development activities that are linked to each of the competencies and should be used as a tool as employees create their IDP. Keep in mind that the guides are not a one-stop shop; they are just a way to get the employee started and thinking about development opportunities ○ ELD participants should refer to the ELD Participant Individual Planning Guide for step-by-step instructions on how to create an IDP in the ELD system ○ CSP potential successors should refer to the CSP Potential Successor Step-by-Step Guide for step-by-step on how to create an IDP in the CSP system ○ Career Discussion Guide for Employees and Career Discussion Guide for Managers ○ Example IDPs (CSP/ELD) and Example IDPs (eIDP)