

Instructions

- Read all instructions to familiarize yourself with the layout of this course.
- There are twenty pages for this course, which includes the exam. You must read each one at a time.
- The exam consists of four true or false exam questions. You must receive a score of 75% or higher to pass and receive credit in AgLearn. (You must pass at least three of the four questions to pass).



Individual Developmental Plans (IDPs)

Guidance for Employees and
Supervisors on Creating an IDP
& Investing in Your Personal
Career Development

OBJECTIVES

By the end of this presentation, participants will be better able to:

- Define Individual Development Plan;
- Properly state the role of the employee and supervisor when developing the IDP;
- Identify training options in AgLearn to add to the IDP;
- Create an IDP.

Individual Developmental Plans

- The IDP process is a continuing cycle of planning, implementation and evaluation between an employee and supervisor, for the mutual benefit of both the employee and the organization. In preparation of the IDP, keep the following in mind:
 - Analyze job requirements,
 - Assess current competencies, and
 - Make informed decisions about developmental needs.

The IDP must be in place within 30 days of the entry on duty date and, thereafter, within 30 days of the performance appraisal.

Individual Developmental Plans

- Both the supervisor and employee are responsible for developing the IDP. While the employee completes the IDP with the cooperation and assistance of the supervisor, it is the supervisor who has final authority on approving individual activities on the IDP.

Individual Developmental Plans

Developing an IDP is a collaborative effort. When the employee and supervisor systematically work through the steps in this guide, an important opportunity exists to:

- Discuss critical job requirements and responsibilities;
- Outline the knowledge and skills needed to perform the work;
- Identify employee's talents and needs;
- Define individual job satisfaction; and
- Improve both organizational and individual performance.



Individual Developmental Plans

Employee's Responsibilities

As an employee, you have a two-fold role in developing your IDP.

Initiator: Assesses current skills and competencies, explores self-development options, looks at the needs of the organization and sees realistic, constant improvement as a responsibility to oneself and the agency.

Owner: Assembles information, weighs alternatives, makes trade-offs, and proposes objectives and activities.



Individual Developmental Plans

Employee's Responsibilities Continued

- **Where Have I Been?** To determine where you have been, consider all previous training, development and job experiences. Include:
 - AgLearn
 - On-the-job training (OJT)
 - Formal training
 - Developmental assignments
 - Self-development activities

Individual Developmental Plans

Employee's Responsibilities Continued

- **Where Am I Now?** To determine where you are now, read your present position description, performance elements, performance standards and past performance evaluations. Think about the work performed over the past year and develop these lists:
 - I am good at these parts of my job:
 - In general, I am good at this kind of work:
 - These managerial or technical competencies are necessary to perform my current duties:
 - I need to develop or strengthen these competencies:
 - I need these kinds of assignments or trainings to develop or strengthen these competencies:

Individual Developmental Plans

- Consider using AgLearn to meet your developmental needs and/or strengthen your competencies.

AgLearn offers the following:

E-courses (including those with simulations)

Webinars

Books 24x7

Quick Talks

Ingenious (facebook for federal government employees)

Retirement & Financial Planning Toolkit

Rosetta Stone (foreign Language)

Individual Development Plans

In addition to AgLearn and traditional classroom training, consider the following options:

- Shadowing assignments
- Details
- On-the-job training
- Informational interviews
- Volunteer work
- Toastmasters

Individual Developmental Plans

Supervisor's Responsibilities

In preparing for the employee-supervisor IDP discussion, the supervisor should remember that he/she serves in the following roles:

Consultant: Provides insights about employee's skills/potential; suggests ways to develop these skills and where employee should focus efforts; and discusses financial limitations.

Advisor: Shares knowledge about the organization, personal career experiences and specific position required or recommended training.



Individual Developmental Plans Supervisor's Responsibilities Continued

Planner: Provides insight into the employee's IPD and decides what is in the best interest of the work unit.

Evaluator: Determines if investment in the training and development activities resulted in improved individual and work unit performance.

Individual Developmental Plans

Supervisor's Responsibilities Continued

The supervisor should consider the following points concerning the employee's development in preparing for the employee-supervisor meeting:

- Employee's current level of performance
- Future possibilities for the employee
- Employee's current performance appraisal
- Employee's current performance standards used for the appraisal
- Unit/Agency's organizational needs and strategic priorities over the next few years

In Closing.....

- An IDP is a written plan created jointly by the employee and supervisor within 30 days of entry on duty and, thereafter, within 30 days of the annual performance appraisal.
- The IDP is a living document and may be updated at any time during the year.
- Supervisor has final approval of the IDP.
- Financial limitations may impact the type of trainings/activities approved.

QUIZ TIME

- You are about to take the exam for the Individual Development Plan training.
- There are four true or false exam questions.
- Please print the exam.
- You may circle, highlight, or place a check on the correct circle, or provide your answer to your proctor if being assisted with taking the exam.
- You must receive a score of 75% or more to pass this course. (You must get at least three out of four questions correct to pass).
- If you do not receive a score of 75% or more, you may review the lessons again, or choose to retake the exam again.
- Your exam proctor should notify your AgLearn representative of your score in order for you to receive credit in your AgLearn Completed Work record.

QUIZ TIME

True or False?

- Developing the Individual Development Plan (IDP) is the sole responsibility of the employee.

QUIZ TIME

True or False?

- IDPs must be in place within 30 days of entry on duty and, thereafter, within 30 days of receiving your performance appraisal.

QUIZ TIME

True or False?

- AgLearn may be used to meet some developmental needs.

QUIZ TIME

True or False?

- Financial limitations may impact the types of training approved for any given employee.