

# Managing IDPs in AgLearn





# Topics

- What is an IDP?
- The supervisor's role
- Employee responsibilities
- When should IDPs be reviewed and/or revised?
- Budgetary restrictions
- Changes in SP3
- Using the Goal Wizard to add goals
- Available training resources

# What is an IDP?

- Contains goals that you have set in order to get ahead in your career. Development goals can help you bridge the gap between your current job position and the next position on your career path.
- Used to improve or enhance core competencies and advance job skills needed by an employee to perform satisfactorily in their present position
- A tool to assist employees and their supervisors in identifying training needs



# The Supervisor's Role

- Assist with IDP by specifying goals and skills needed for the present and/or future positions
- Meet with employee to provide feedback on developmental strengths and needs, activities, and guidance in developing IDP
- Act on submitted plans quickly and complete final review **before** expiration date!



# Employee Responsibilities

- Be aware of learning resources in AgLearn
- Discuss training needs with supervisor before completing IDP
- Print FY IDP for your records each time a significant change is made and approved
- Update your IDP each time you accomplish a goal - be sure to complete all updates **before** the plan's expiration date!
- Realize that supervisor approval of IDP is not a contract or guarantee

# IDP Review & Revision

- During progress reviews
- Upon completing training
- As performance plans and job assignments change
- Watch for the expiration date!

# SP3 Changes

Date Periods | Search | Help |

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> Search Results

Search Results

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View Item Results

Records per Page  (10 total records)

| Date Period ID | Description |
|----------------|-------------|
|----------------|-------------|

## Create My Plan

You have chosen to create a new plan. Enter the overall details for this plan and select **Add** to create the plan.

### Plan Information

\* Plan Title:

\* Plan Period:  [Select Clear](#)

Plan Purpose:

Effective Date:   
(MM/DD/YYYY)

Expiration Date:   
(MM/DD/YYYY)

# Copy Goals From Other Plans

## Create My Plan

You have chosen to create a new plan. Enter the overall details for this plan and select **Add** to create the plan.

### Plan Information

\* Plan Title:

\* Plan Period:  [Select Clear](#)

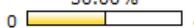
Plan Purpose:

Effective Date:   
(MM/DD/YYYY)

Expiration Date:   
(MM/DD/YYYY)

### Copy Goals and Activities from Active Plan

[Select All](#) / [Deselect All](#)

| Goal Name                              | Goal Description                                      | Target Date | Competency Related | Plan Area   | Complete | Percent Toward Target   | Select                   |
|--|---|-------------|--------------------|-------------|----------|---|--------------------------|
| complete four courses in communication |   | 3/1/2009    | No                 | Development | No       | 50.00%<br>0  4<br>Current:2 Target:4   | <input type="checkbox"/> |
| Communication Skills                   | Deliver Five Stand up presentations in front of peers | 3/1/2009    | No                 | Development | No       | 60.00%<br>0  6<br>Current:3 Target:5 | <input type="checkbox"/> |
| Attention to Detail                    |   | 3/1/2009    | Yes                | Development | Yes      | 0.00%<br>0  1<br>Current:0 Target:1  | <input type="checkbox"/> |
| Test Activity Goal                     |   | 5/1/2008    | No                 | Development | No       |   | <input type="checkbox"/> |

[Select All](#) / [Deselect All](#)

Copy Activities

# Goal Wizard

## My Plans and Goals

The details of this plan are shown below. This Plan has been approved. You may update the Status of Goals and Activities. Additionally, you may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. However, if you have made changes since the Plan was last approved, you must submit the Plan for Approval again. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

Plan Title :  
March 08 to March 09 (Select Other Plan)

Plan Period :

 This plan contains changes that have not been approved.

Plan Status :  
Active/Approved (Expires 252 days from now) ▶

Plan Purpose :  
To test updated goals

Version :  
3 (current) ▼

Effective Date:  
2/1/2008

Expiration Date:  
3/1/2009

Print Plan List all Plans View/Add Notes Submit for Approval

Performance Development Personal

Title:  Add Description

Group By: Section View Changes? No Field Chooser New Goal

Section Name: All Goals(6)

| Goal Name ▲            | Target Date | Priority | Percent Toward Target   | Goal Status | Goal Description                                      | Action  | Remove  |
|------------------------|-------------|----------|---|-------------|---|---|---|
| ▶ Attention to Detail  | 3/1/2009    |          | 0.00%<br>0 <input type="text"/> 1<br>Current:0 Target:1                                     | Complete    |   | View/Add Notes<br>Move Goal<br>Edit                       |   |
| ▶ Communication Skills | 3/1/2009    |          | 60.00%<br>0 <input type="text"/> 6<br>Current:3 Target:5<br>Current: <input type="text"/> 3 |             | Deliver Five Stand up presentations in front of peers | View/Add Notes<br>Move Goal<br>Update Goal Status<br>Edit |  |

# Submission Notice

The plan has been submitted, but your supervisor has not yet acted on it.

## My Plans and Goals

The details of this plan are shown below. This Plan has been approved. You may update the Status of Goals and Activities. Additionally, you may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. However, if you have made changes since the Plan was last approved, you must submit the Plan for Approval again. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

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2/1/2008

**Plan Period :**

**Plan Purpose :**  
To test updated goals

**Version :**  
3 (current) ▼

**Expiration Date:**  
3/1/2009

! This plan contains changes that have not been approved.

[Print Plan](#) [List all Plans](#) [View/Add Notes](#)

[Performance](#) [Development](#) [Personal](#)

**Best Practice** – Although you **CAN** make additional changes at this point, **WAIT** until your supervisor approves or denies the changes you've made before you make any more changes

# Available Learning Resources

The screenshot displays the 'AgLearn Supervisor's Course' interface. At the top left is the USDA logo. The main header reads 'AgLearn Supervisor's Course' and 'Managing Your Subordinate's Learning Plan / Managing Your Subordinate's Learning Plan / Lesson Introduction'. Navigation links include 'Menu', 'Help', 'Glossary', 'Resources', and 'Exit'. The 'Resources' link is highlighted with a mouse cursor. The main content area is titled 'Introduction' and contains a 'Lessons' section with the link 'Managing Your Subordinate's Learning Plan'. A 'Resources' pop-up window is open, showing a list of links under the heading 'Resources Header'. The links are: 'Supervisor's Job Aid listing steps to add and remove items from a subordinate's Learning Plan', 'Supervisor's Job Aid listing steps to review, edit, and approve Learning Requests and Verifications', 'Supervisor's Job Aid listing steps to register or withdraw subordinates to or from a Scheduled Offering', and 'Supervisor's Job Aid listing the steps to run reports on subordinate data'. On the right side of the pop-up, there are 'Print' and 'Text' icons. The bottom of the pop-up shows 'Internet | Protected Mode: On' and a zoom level of '100%'. At the bottom of the main interface, it says '1 of 8 Select Next to continue.' and has 'Back' and 'Next' navigation buttons.

USDA | AgLearn Supervisor's Course  
Managing Your Subordinate's Learning Plan / Managing Your Subordinate's Learning Plan / Lesson Introduction

Menu | Help | Glossary | Resources | Exit

Introduction

Lessons  
[Managing Your Subordinate's Learning Plan](#)

**Resources** close X

**Resources Header**

- [Supervisor's Job Aid listing steps to add and remove items from a subordinate's Learning Plan](#)
- [Supervisor's Job Aid listing steps to review, edit, and approve Learning Requests and Verifications](#)
- [Supervisor's Job Aid listing steps to register or withdraw subordinates to or from a Scheduled Offering](#)
- [Supervisor's Job Aid listing the steps to run reports on subordinate data](#)

Print  
Text

Internet | Protected Mode: On | 100%

1 of 8 Select Next to continue. | ◀ Back | Next ▶



# Summary

## Employees

- Become aware of AgLearn resources for your development
- Discuss needs with supervisor before completing IDP
- Print IDP for your records when changes are made
- Update each time you accomplish a goal - complete all updates **before** the plan's expiration date!
- Supervisor approval of IDP is not a contract or guarantee



# Summary

## Supervisors

- Assist with IDP by specifying goals and skills needed for the present and/or future positions
- Meet with employee to provide feedback on developmental strengths and needs, activities, and guidance in developing IDP
- Act on submitted plans quickly and complete final review **before** expiration date!



# Summary

- Take advantage of training resources
  - From Welcome page, click Help
  - Courses also available from the catalog
  - Each course has additional job aid resources



# Questions?

Questions?