

Creating Meaningful Individual Development Plans (IDPs)

APHIS Center for Training and Organization Development (CTOD)

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Purpose

Provide guidance on creating a useful IDP that will result in significant and sustained learning and development



Objectives

1. Appreciate the power in using an Individual Development Plan (IDP) as a tool for development
2. Identify the characteristics of a goal-oriented, competency-based IDP
3. Describe the benefits for the employee and supervisor
4. Identify five steps for development
5. Examine the variety of learning methodologies that can be included in an IDP



Poll

Do you have an IDP?



Poll

How useful do you find the IDP to be for development?



Why do we do IDPs?

1. Opportunities



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- 1. Opportunities
- 2. Better meet mission goals



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- 3. Engage employees for greater productivity and satisfaction



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- 4. Develop and motivate staff



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3. Engage employees for greater productivity and satisfaction
4. Develop and motivate staff
5. Develop leadership skills for all employees



Why do we do IDPs?

1. Good business
2. Better meet mission goals
3. Engage employees for greater productivity and satisfaction
4. Develop and motivate staff
5. Develop leadership skills of all employees
6. Succession planning needs



What is an IDP?

An action plan for growth:

- Goal-oriented
- Short- and long-term
- Competency-based
- Tracking tool
 - Resources
 - Workforce planning
- Agreement between employee and supervisor



Benefits of the IDP for the Employee

- Perform duties according to established job standards
- Enhance job performance
- Set reasonable goals
- Assess strengths and weaknesses
- Schedule and plan individual development each year
- Be engaged and make a serious commitment of time



Benefits of the IDP for the Supervisor

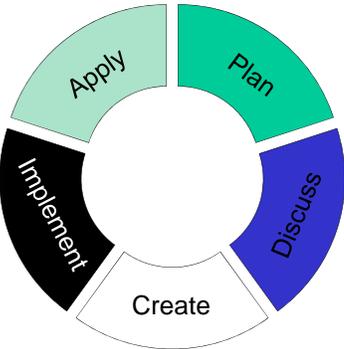
- Helps accurately document employees' needs
- Helps track training expenditures
- Results in more engaged employees
- Results in greater mission accomplishment



What You'll Need. . .



The IDP Process



Step 1 – Planning Your Development

A hand is shown writing the word 'Goals' in green on a whiteboard. Below the word is a numbered list with three items, each followed by a horizontal line for writing: '1. _____', '2. _____', and '3. _____'. A small circular logo is in the bottom left corner of the slide.

Define Goals

- New?  Review PD and standards
 - Proficient?  Take on new tasks
 - Looking Beyond?  Consider new contributions
- A small circular logo is in the bottom left corner of the slide.

Activity

Using the Goal Setting Worksheet, identify one goal you'd like to work on for the upcoming fiscal year.

- No need to identify the date, technical skills or soft-skills needed...we will work on that next.



Types of Development Activities



Activity, continued

Using the Goal Setting Worksheet, identify some technical- and soft-skills you need to meet your goal.



Step 2 – Discuss Plan With Supervisor

- Communicate goals and competencies
- Describe how activities will help reach goals
- Agree on learning activities, especially if there is a cost
- Determine timeline for checking progress



Poll

How many times during a year do you have this development discussions with your supervisor or employees, if you supervise others?



Having a Productive Development Discussion

- It is not a performance appraisal review
- Supervisor or employee may initiate
- Explain how developing proficiency in selected competencies and activities will increase productivity
- Be prepared for suggested changes to your plan
- Create your IDP after the meeting
- Establish schedule for progress check meetings



Step 3 – Create Your IDP



Example IDP

Goal: Develop skills to design and deliver training modules successfully with an average evaluation score of 4 on a scale of 1 to 5.

Competencies: Oral Communication and Technical Credibility



Example IDP, continued

Development Activities:

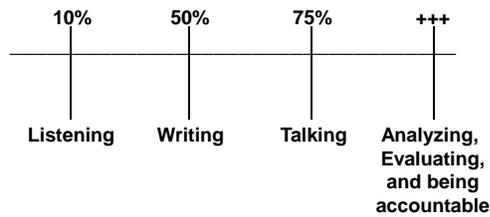
- Basic Presentation Skills: Creating a Presentation (AgLearn Course)
- Read "How to Give a Killer Presentation" article by Chris Anderson
- Read "Death by PPT: How to Avoid Killing Your Presentation and Sucking the Life Out of Your Audience" by Cherie Kerr
- Join Toastmasters
- Have a skilled trainer observe presentation and provide feedback
- Adjust training module and presentation skills based on feedback from skilled trainer and participants



Step 4 – Implement the IDP



Step 5 – Apply Learning



Step 5 – Apply Learning

- Demonstrate the new behavior or task
- Teach someone else
- Write a report and share with others
- Find a learning buddy and hold each other accountable



SOME FINAL NOTES ABOUT ROLES...



Employee's Roles

- Identify goals and activities
- Identify resources needed
- Determine how you will apply learning
- Explain how goals connect with Agency strategies
- Meet with your supervisor to discuss plan
- Review progress with supervisor
- Complete learning experiences
- Assess progress



Supervisor's Roles

- Offer IDP opportunity
- Ensure employee is aware of available funds
- Assist employee with creating IDP, offering suggestions as employee asks
- Help the employee align goals with Agency strategies
- Approve the employee's IDP
- Provide employee with time to complete activities
- Schedule progress meetings
- Provide employee with opportunities to practice new skills and reward performance



Summary

- Why you should complete an IDP
- Benefits of an IDP
- Goal Setting
- Assessing Proficiency
- Selecting Learning Activities
- Best Ways to Apply Learning
- Following Up
- Clarifying Roles



Career Development Center Site

<https://ems-team.usda.gov/sites/aphis-svc-tcod/CDC/SitePages/Home.aspx>

USDA MRPBS-APHIS Career Development Center

Home

If you know where you want to go, believe in yourself, and work toward your career goals. The purpose of this SharePoint site is to help you identify your career goals, find the learning resources to build the skills you need to reach those goals, and create an individual development plan (IDP).

Career development is a 4-step process:

1. Define your career goals. Before you select your learning activities, you must first figure out your career goals and identify the skills you need to reach those goals. Sometimes you read a newspaper or a website or a colleague recommended... and then find out the recommended learning activities aren't what you needed. This section will help you identify your career goals so you can select learning activities that fit your goals.
2. Assess your proficiency at the skills you need to reach your goals. This section will help you figure out how proficient you are at the needed skills you listed. Be honest with...

USDA EOP Departmental Regulation (29FAC4-412)

Career/Job Opportunities

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