UNITED STATES DEPARTMENT OF AGRICULTURE Grain Inspection, Packers and Stockyards Administration **INDIVIDUAL DEVELOPMENT PLAN**	Current Performance Elements Identified for Development/Training **1) Supervision; 2) Communication 3) Leveraging Diversity 4) Customer Service**	Training Period : 10/01/07 – 9/30/08 Division, Branch/Field/Regional Office FGIS-FMD-XXXXXXXX
Name of employee (Last, First, Middle Initial) Smith, Joe	Present Job Title, Series, Grade: GS-1146-9 Marketing Specialist	

The supervisor and employee completed the IDP process. No further development is desired/required at this time. ☐

Performance Related Development Objectives *Knowledge, Skills, and Abilities*	Developmental Work Experiences (OJT, Details, Self Development, etc.)	Formal Training (Courses, seminars)	Dates	Cost
1) Mission Critical - Technical	OJT-Lead Team Project	Lead Team project or rewrite Standard Operating Procedures	Oct-Nov 2012	0
	Excel at Technical Competencies	Meet with Supervisor or Technical Expert on office resources plan technical roadmap	Nov 2012	0
2. Communication	Improve Interpersonal Skills:	AgLearn: **Getting Results without Authority: Persuasive Communication**	Jan 2013	0
	Shadow employee with great communication skills		March 2013	$0
3. Leveraging Diversity EEO and Civil Rights and Interpersonal Relations		Lending Library: Book: Diversity Blues Video: Diversity Now	April 2013	0

Describe short-term career interests. Where do you expect to be in two years?
Improve as supervisor to be able to compete for management slot.

Career development discussion? Yes X☐ No ☐

This program or activity will be conducted on a nondiscriminatory basis

Employee's Signature	Date	Supervisor's Signature	Date

Example