

## Instructions for completing the Individual Development Plan

**Employee Development and Career Goals** – the employee and supervisor work together to complete the goals for successful performance in the employee's current position and the employee's short- and long-term career goals on the IDP.

**Developmental Objectives** – describe what the employee needs to do this year to work toward his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goals.

**Determine a method of training and a training time frame** – determine what type of training or activity is needed to accomplish the employee's developmental goals. It could be on-the-job training, a detail, or a formal training course or a combination of methods. Identify the proposed dates for the training or activity in the "Proposed Dates" column. Enter the actual or estimated cost of the activity in the "Estimated Costs" column. This column can be used in preparing your office's annual budget. Once the training is completed, write the date in the "Date Completed" column.

### Methods of Training:

**On-the-job training** – this can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

**Details** – temporary assignments to another location and/or position to gain specific knowledge and/or experience.

**Courses** – formal training courses, e.g., from your agency, local universities, commercial vendors.

**Satellite Broadcasts/Computer/Web Based Learning** – a variety of topics available through your agency via satellite broadcasts, software packages, and on-line training.

**Discuss the Development Plan with your Employee** – discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

**Review and Modifications** – the plan should be reviewed at each performance review and modified as situations or needs change.