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## Naming Goals for a NASA Leadership Development Program

If you are participating in a NASA Leadership Development Program (e.g. NASA FIRST, SESCDP, or other developmental programs), you will need to add Program-specific goals to your IDP in addition to your job-specific goals. Follow the **naming conventions** outlined below when creating your goals, so that you and your Program Managers can easily identify Leadership Development Program goals (and their related activities) when reviewing your IDP.

### If your goal is competency-based, here's what to do:

- STEP 1:** On the main **My IDPs and Goals** page, click on the **New Goal** button. On the following **Add Goal to IDP** page, select the **Goal Wizard** button.
- STEP 2:** Select **Add Competency Related Goals** and then click **Next**.
- STEP 3:** After you have run the keyword search, **Select** the competency on which you are basing your goal and then click **Next**.

Competency Profile: (none specified)

Previous **Next**  
[Select All / Deselect All](#)

Competency Search Results	Current Assessed Rating	Required Rating	Gap	Select
Competency Description			0.0	
NASA Leadership Competency	Current:1.0	Req:1	4.0	<input checked="" type="checkbox"/>

[Select All / Deselect All](#)

- STEP 4:** The **Goal Details** window displays. The **Goal Name** will default to the name of the competency, but that field is editable. Type the name of your Program in all capital letters before the competency name (e.g., NASA FIRST). When you are finished, click **Done**.

Effective Date: 5/1/2009  
\* = Required Fields

Previous **Done** Save and Add Another Cancel  
[Select All / Deselect All](#)

Competency	Goal Number	* Goal Name	Last Assessment	* Target Rating (1000)	Stretch Rating (1000)	* Target Date (MM/DD/YYYY)	* IDP Section ID	Priority	Select to Add	Create Activities
NASA Leadership Competency		NASA FIRST - NASA Lea		1		01/14/2011	MID-RANGE GOALS: 2 - 4 YEARS		<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Select All / Deselect All](#)

- STEP 5:** The main page of your IDP displays (**My IDPs and Goals**). Your Program-specific goal is now appropriately named.

Print IDP List all IDPs View/Add Notes Submit for Approval

Development

Title:  Add Description

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

Section Name: MID-RANGE GOALS: 2 - 4 YEARS(1)	Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
	NASA FIRST - NASA Leadership Competency	1/14/2011		0.00% 0 <input type="text"/> 4 Current:0 Target:1	View/Add Notes Move Goal Edit	<input checked="" type="checkbox"/>

## If your goal is non-competency-based, here's what to do:

**STEP 1:** On the main **My IDPs and Goals** page, click on the **New Goal** button.

**STEP 2:** The **Goal Details** window displays with editable text fields. Type the name of your Program in all capital letters before the goal name (e.g., NASA FIRST). When you are finished, click **Done**.

**Goal Details**

Goal Type: Other

Goal Number:

**Goal Name:** NASA FIRST - Develop Communication Skills

Goal Description: Improve communication skills in the workplace; focus on presentation and business writing skills.

Goal Category:

Section: MID-RANGE GOALS: 2 - 4 YEARS

Priority:

Target Date: 01/14/2011

Target Value:

Stretch Value:

Buttons: Done, Save and Add Another, Cancel

**STEP 3:** The main page of your IDP displays (**My IDPs and Goals**). Your Program-specific goal is now appropriately named.

Effective Date: 5/1/2009      Expiration Date: 4/30/2010

Buttons: Print IDP, List all IDPs, View/Add Notes, Submit for Approval

Section: MID-RANGE GOALS: 2 - 4 YEARS(2)

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
NASA FIRST - Develop Communication Skills	1/14/2011			View/Add Notes Move Goal Edit	✖

**NOTE:** You can have Program-specific goals and job-specific goals together under the same range (e.g., Mid-Range Goals: 2 - 4 Years). The only difference is how you name them.

Section: MID-RANGE GOALS: 2 - 4 YEARS(3)

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
NASA FIRST - Develop Communication Skills	1/14/2011			View/Add Notes Move Goal Edit	✖
NASA FIRST - NASA Leadership Competency	1/14/2011		0.00% 0 <input type="text"/> 4 Current:0 Target:1	View/Add Notes Move Goal Edit	✖
Systems Engineering	1/14/2011		0.00% 0 <input type="text"/> 4 Current:0 Target:1	View/Add Notes Move Goal Edit	✖