



# SATERN

System for Administration, Training, and Educational Resources for NASA

## Individual Development Planning (IDP) Overview for Learners

November 2009





# Course Objectives

At the end of this course, you will be able to:

- Describe the steps in the IDP process
- Formulate goals and development activities
- Use IDP functionality in SATERN to:
  - Create your IDP
  - Create short-, mid-, and long-range goals
  - Add activities to support your development goals
  - Revise and edit your IDP
  - Submit an IDP for approval
  - Update your IDP as activities are completed



# Course Agenda

## *Introduction*

- Module 1: IDP Overview
- Module 2: Prepare for Your IDP
- Module 3: Create Your IDP
- Module 4: Finalize Your IDP
- Module 5: Manage Your IDP

## *Summary*



## Module 1

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# IDP Overview



## What Is an Individual Development Plan (IDP)?

- An IDP is a collection of goals, objectives, and activities for a specific employee.
- It is developed collaboratively between you and your supervisor.
- The IDP reflects the development needs for your current position as well as your future development needs.
- It identifies training and other developmental experiences needed to achieve both personal and Agency goals within a specific timeframe.



## What Is an IDP? (cont.)

### An IDP is:

- An official planning document used to capture your training and development activities as a NASA employee
- A tool to help you and your supervisor communicate about developmental needs
- An opportunity to learn where your skills fit into NASA's current and future workforce needs
- Available to all NASA civil service employees

### An IDP is NOT:

- Set in stone; it is a working document which should change as needs and priorities change
- A contract between you and NASA for training or a guarantee of advancement
- A performance management tool. Completion of activities on the IDP is not a factor in the performance process management
- Available to NASA contractors



## Why NASA Implemented the IDP in SATERN

- The Agency is committed to continuous learning that enables the NASA workforce to achieve mission success.
- The use of a standard IDP form and process across the Agency improves consistency and eliminates redundant processes.
- The SATERN IDP offers real-time information through automatic integration with the learning management system.
- Efficiency is improved through electronic routing of review and approvals to coaches and supervisors.

NASA policy (**NPD 3410.2E**) supports the enhancement of employee skills and the importance of employee development.



## Who is Involved in the Process?

Your **supervisor** is responsible for:

- Working with you to evaluate skill gaps and development needs
- Helping you to identify training resources and developmental activities
- Meeting with you to discuss draft IDPs
- Providing feedback on the IDPs
- Approving your IDP and supporting your training and development

**Supervisor-employee communication is key to the success of the IDP process.**

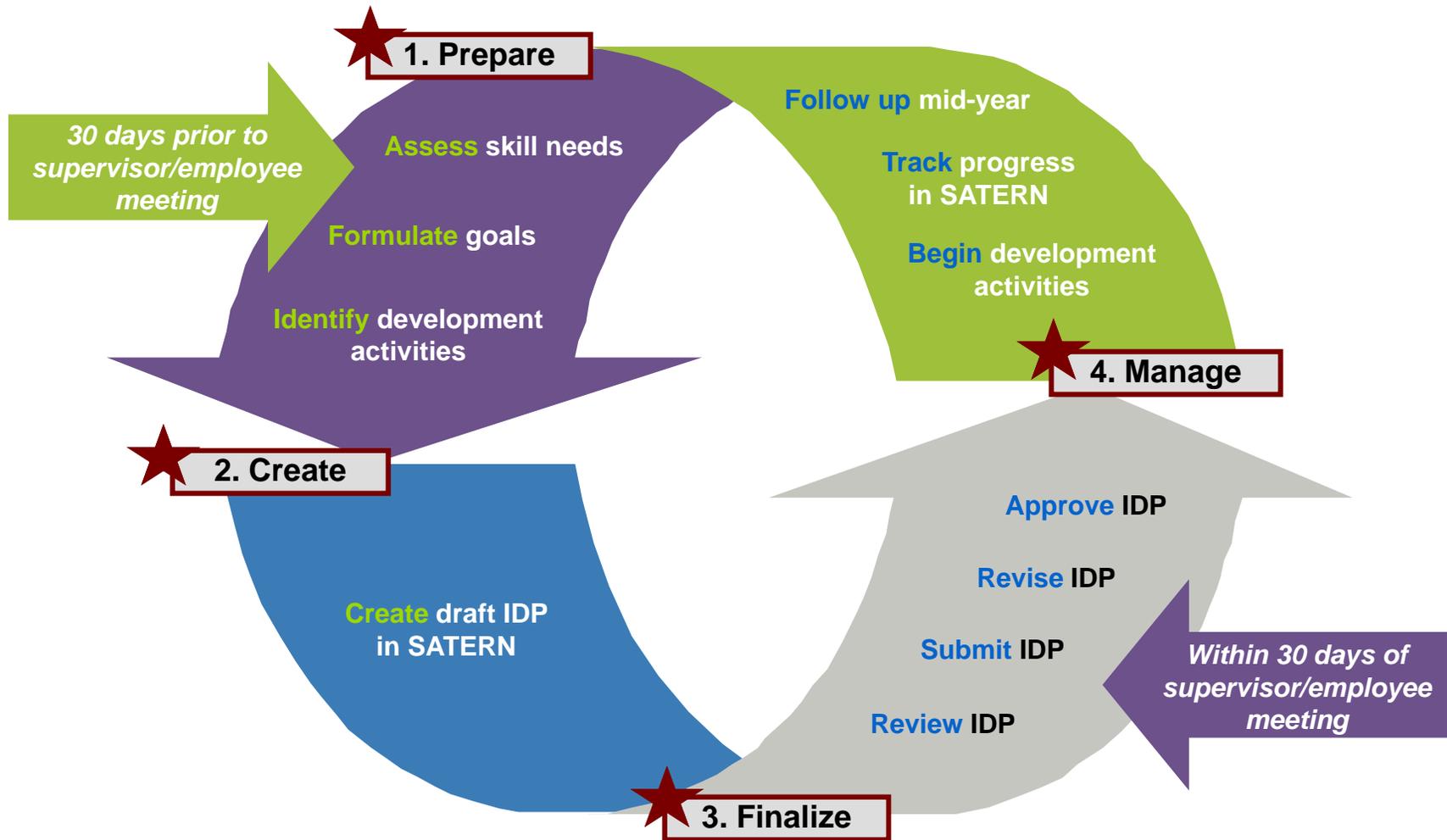


## Who is Involved in the Process? (cont.)

### If you have a **Coach or Mentor**:

- Coaching and mentoring programs at NASA can help to improve your capabilities.
- The selection of a coach or mentor is optional and may not be applicable to you.
- If you select a Coach in your Personal Profile, he/she will be able to view your IDP in SATERN at any point.
- It is your responsibility to request an IDP review by your coach or mentor.
- Coaches and mentors can offer comments on the IDP, but cannot approve or activate the IDP in SATERN.

# IDP Process Phases



Some steps of the IDP Process are performed in SATERN while some are not, but ALL are important.