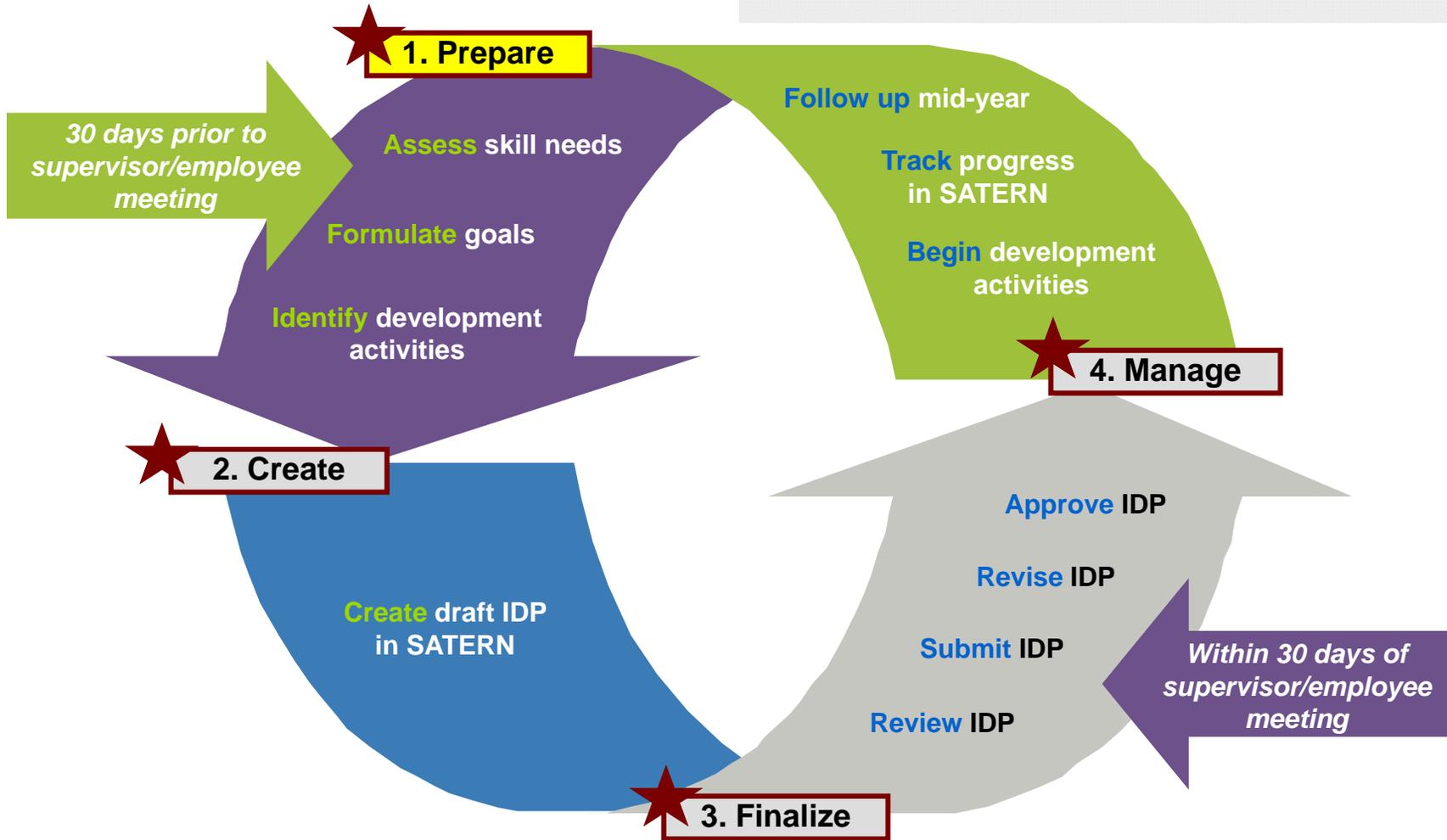




Module 2

Phase 1: Prepare for your IDP

IDP Prepare Phase



Time spent in planning prepares the groundwork for a realistic and worthwhile IDP.



IDP Prepare Phase

What is Included in this Phase?

- The Individual Development Planning process begins with planning and preparation.
- In this phase, you gather information that you will need to draft your development plan.

There are *3 steps* in the **Prepare** phase:

1. Assess skill needs
2. Formulate goals
3. Identify development activities



1. Assess Skill Needs

The first step in preparing for your IDP is to evaluate your skills and abilities. Your IDP generally reflects development needs for your *current* job position as well as positions that may be of interest to you in the *future*.

- Work with your supervisor to assess your skills and compare to those needed for your current job.
- Identify any *gaps* between current competencies and those required to perform your job functions.





1. Assess Skill Needs (cont.)

- List the skills and knowledge you need to:
 - Enhance your performance in current position or field of expertise
 - Address changes in your job role or in the strategic direction of your organization
 - Prepare yourself for advancement to another position
 - Discuss which areas you should focus on with your supervisor or coach





Checkpoint: Are You Ready to Formulate Goals?

- ✓ You have determined your skill gaps for both job-specific (technical) expertise and overall development.
- ✓ You have identified the skills, knowledge, and competencies you require and set priorities regarding which areas you want to develop.
- ✓ You have talked with your supervisor and your coach or mentor (if applicable) about your development needs.





2. Formulate Goals

For the skill needs identified in the first step, you will create realistic development goals that you hope to achieve.

For each goal, determine if it is:

- **Short-Range** - Goal you plan to achieve within the *next year*
 - Often focus on development related to your current job assignment or technical/job specific skills needed now
- **Mid-Range** – Goal you intend to achieve in *2-4 years*
 - Often development objectives important for growth within your present position or for developing a new skill or area of knowledge
- **Long-Range** – Goal you wish to achieve in *5 years and beyond*
 - Often development goals that reflect career aspirations, taking on greater responsibility, or moving to a new area of work

An IDP is designed to be a blueprint for your success.





2. Formulate Goals (cont.)

Some Centers and Leadership Programs specify the date period for IDPs.

You may be required to select:

- **Calendar Year:** January 1 – December 31
- **Performance Year, 1 year:** May 1 – April 30
- **Performance Year, 2 years:** May 1 – April 30
- **Performance Year, 3 years:** May 1 – April 30
- **Leadership Programs:** October 1 – September 30

Ask your Center Training Office if a certain date period is required.
If none is specified, you may choose one of the date periods.





Checkpoint: Are You Ready to Identify Development Activities?

- ✓ You have outlined development objectives for *each* of your skill needs.
- ✓ You have determined the timeframe for development (short-range, mid-range, long-range) for each of your development objectives.
- ✓ You have determined the time period for your IDP.
- ✓ You have discussed your development goals with your supervisor and your coach or mentor.





3. Identify Development Activities

The last step of the **Prepare** phase is to define the strategies you will use to achieve your development goals.

- Opportunities for development can take on many forms; consider a range of development activity options
- For each of your development objectives, determine what strategies would best meet your needs
- Consider your learning style and timeframe
- Use SATERN to research available courses and reference materials

Examples of Activities

- ❖ Certification
- ❖ Formal Training
- ❖ Job Rotation
- ❖ On-the-Job Training
- ❖ Self-Directed Learning
- ❖ Reading Books
- ❖ Online Courses
- ❖ College Classes
- ❖ Shadowing
- ❖ Mentoring
- ❖ Cross-Training





3. Identify Development Activities (cont.)

You will also have the option to assign a **priority rating** to indicate the importance of each goal and activity in your IDP.

For each goal and activity determine the priority is:

- **High** – Development necessary and directly linked to job assignments, job-specific skill sets, and will likely lead to improved job performance and ability to accomplish mission objectives.
- **Medium** – Necessary to accomplish organization strategic goals and objectives, not directly needed to perform job responsibilities, but would improve and enhance job performance.
- **Low** – The development activity supports goals not directly related to your current job description, but will appreciably improve your skill set.

Priorities should be assigned to both goals and activities.





3. Identify Development Activities (cont.)

In addition, you will have the option of five categories to group your goals in your IDP:

- **Academic Goals** – Goals that identify or relate to an academic activity.
- **Leadership Development Goals** – Goals that identify or relate to a capacity to lead, direct, or manage.
- **Personal Growth and Development Goals** - Goals that identify or relate to individual or self improvement.
- **Professional Development Goals** - Goals that identify or relate to career advancement or progress aimed to enhance knowledge, skills, or abilities.
- **Other Goals** – Goals that do not readily identify or relate to Academic Goals, Leadership Development Goals, Personal Growth and Development Goals, or Professional Development Goals.





Checkpoint: Are You Ready to Create Your Draft IDP?

- ✓ You have determined the strategies you will use to achieve your goals.
- ✓ You have identified development activities for *each* of your development goals.
- ✓ You have determined the priority (*High, Medium, or Low*) for each of your goals and activities.
- ✓ You grouped your goals by categories (e.g., Academic, Professional Development).
- ✓ You have set realistic target dates for accomplishing your activities.

This information can be used to complete your draft IDP in SATERN.

