

Leaders' Alert

*A newsletter for Executives, Managers, and Management Officials
of the Farm and Foreign Agricultural Services*

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The role of the IDP in Employee Development Planning

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Leadership and Employee Development Branch

Individual development planning helps identify an employee's career development goals and the strategies for achieving them. Typically, the employee will complete an Individual Development Plan on an annual basis. This plan is intended to:

- Encourage the employee to take ownership of his/her career development.
- Provide an administrative mechanism for identifying and tracking development needs and plans.
- Assists in planning for the agency's training and development requirements.

Individual development planning benefits the organization by aligning employee training and development efforts with the mission, goals, and objectives of the agency. Supervisors develop a better understanding of their employees' professional goals, strengths, and development needs—which can result in more realistic staff and development planning. Employees take personal responsibility and accountability for their career development, acquiring or enhancing the skills they need to stay current in their careers.

Supervisors and employees should work together to complete the employee's development plan. Note that employees are ultimately responsible for taking the initiative for their professional development.

Many agencies are facing reduced or limited training resources. However IDP planning can still occur, absent of available training funds. Tough economic times also provide an opportunity for creativity in how managers continue to support employee development.

Inside This Issue

This Leader's Alert is singularly devoted to "The role of the IDP in Employee Development Planning."

It provides information that will assist you in strategically supporting your employee in developing competencies intended to support their career goals.

Past issues of this and other internal communications publications are available from
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YOUR FEEDBACK IS IMPORTANT TO US!

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The New HRD
*Where Our Customers
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The role of the IDP in Employee Development Planning (continued)

There are a number of ways and no cost resources that can support employee development.

Some of those options are:

- Individual coaching or mentoring.
- Manager Excellence Resource Center.
- Readings or book assignment from the Books 24/7 inventory.
- Team Building resources available through AgLearn.
- Internal or external detail assignments.
- Over 18,000 courses, books, videos, or mission critical subjects available through AgLearn.
- Lunch and Learn Series.

Employee's responsibilities:

- Assess their level of competence vis-à-vis the competencies, skills, and knowledge required in their jobs.
- Identify their professional career goals and development needs and various training and development opportunities that will help them achieve those goals and meet those needs.
- Periodically assess their progress toward reaching their goals.

Supervisor's/Manager's responsibilities:

- Realistically assess employees' strengths and development needs vis-à-vis organizational requirements.
- Provide regular (e.g., annual) opportunities to discuss and plan for employees' development.
- Ensure the alignment of employees' career goals and development needs to work unit goals/objectives.
- Help employees identify appropriate training and development opportunities.
- Evaluate outcomes of employees' training and development efforts.

The FSA HRD Leadership and Employee Development Branch team is available to support managers with the creative planning and consulting for IDP development.



The role of the IDP in Employee Development Planning (continued)

Managers who require assistance with identifying resources to support IDP development should contact one of the following HRD Leadership and Employee Development team members.

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The use of IDPs supports one of the major tenets in the USDA’s Business Case for Cultural Transformation.

¹Reference: OPM Publication

¹ Some information for this article was taken from the OPM Publication IDP Planning

