

Overview of the Individual Developmental Plan (IDP) Process

Supervisor's Responsibilities

The IDP process is a continuing cycle of planning, implementation and evaluation between an employee and supervisor, for the mutual benefit of both the employee and the organization. The Individual Developmental Plan must be in place within 30 days of the entry on duty date. It is more than a swift review of course catalogs. It requires time to:

- Analyze job requirements,
- Assess current competencies and
- Make informed decisions about developmental needs.

Who Is Responsible for Developing an IDP?

Both the supervisor and the employee are responsible for developing an IDP. While the employee completes the IDP, with the cooperation and assistance of the supervisor, it is the supervisor who normally has to approve individual activities on the IDP.

Developing an IDP is a collaborative effort. When the employee and supervisor systematically work through the steps in this guide, an important opportunity exists to:

- Discuss critical job requirements and responsibilities,
- Outline the knowledge and skills needed to perform the work,
- Identify an employee's talents and needs,
- Define individual job satisfaction and
- Improve both organizational and individual performance.

Supervisor's Responsibilities

In preparing for the employee-supervisor conference, the supervisor should remember that he/she serves in the following roles:

Consultant: Provides insights about employee's skills and potential and suggests ways to develop these skills and where employee should focus efforts and shares limits and possibilities for financing training.

Advisor: Shares knowledge about the organization, personal career experiences and specific position required or recommended training.

Planner: Gives insight into the employee IDP and decides what is in the best interest of the work unit as a whole.

Evaluator: Determines if the investment in the training and developmental activities resulted in improved individual and work unit performance.

The supervisor should consider the following points concerning the employee's development in preparing for the employee-supervisor conference:

- The employee's current level of performance and
- Future possibilities for the employee.