

Overview of the Individual Developmental Plan (IDP) Process

Employee'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.

Employee's Responsibilities

This pre-planning process should enable the employee to enter the employee-supervisor conference with some confidence and a firmer perspective on where he/she is going. It is helpful to remember that as an employee you have a two-fold role in developing your IDP.

Initiator: Assesses current skills and competencies, explores developing options, looks at the needs of the organization and sees realistic, constant improvement as a responsibility to oneself and the agency.

Owner: Assembles information, weighs alternatives, makes trade-offs, and proposes objectives and activities.

Where Have I Been? To determine where you have been, consider all previous training, development and job experiences. Include:

- AgLearn
- On-the-job training
- Formal training
- Developmental assignments and
- Self-development activities.

Where Am I Now? To determine where you are now, read your present position description, performance elements, performance standards and past performance evaluations. Think about the work performed over the past year and develop these lists:

- I am good at these parts of my job: _____
- In general, I am good at this kind of work: _____
- These managerial or technical competencies are necessary to perform my current duties: _____
- I need to develop or strengthen these competencies: _____ and _____
- I need these kinds of assignments or training to develop or strengthen these competencies: _____