

Implementing your Individual Development Plan

Calvin Stevens

Implementing Your IDP



Introduction

-- What is an *Individual Developing Plan* (IDP)?

-- Does everyone have an IDP?
Why Not?

"Being in love with your job does not mean you cannot flirt with a few opportunities!"

-- *Tips, Strategies and Take Aways!*

Four Important Steps:

- Step One: *Preconference Planning*
- Step Two: *Employee Supervisor Conference*
- Step Three: *Preparing the IDP Form*
- Step Four: *Implementing the Process*

IDP Development:

- **Step One: *Preconference Planning***
 - Review your Position Description/ Performance Plan or Performance Standards
 - Assess your strengths and areas of improvements
 - Clarify and prioritize your long and short term goals (see page 4 of IDP Planning Guide)
 - Clarify gaps between your current performance and future needs (see page 6)

IDP Development:

- Step Two: *Employee-Supervisor Conference*
 - Determine skill levels and developmental needs
 - Choose mutually agreeable strategies
 - Determine your progress
(Record of Accomplishment Sheet-page 37)
 - Flexibility... *This is a must!!!*

Record of Accomplishment Sheet

Name _____ Date _____

Target Level for Achievement (circle one)

1

2

3

4

College Degree (circle one)

BA/BS

MA/MS

PhD

Other

Field _____

Relevant College Courses completed

Title, brief description and date

Training Courses completed

Title, brief description and date

Seminars/Workshops completed

Title, brief description and date

Work History
(Attach extra sheets if necessary)

Assignment, description, duration and date completed

Special Projects and Accomplishments

FOR MANAGEMENT USE ONLY

Recommended level of entry (circle one)

1

2

3

4

IDP Development:

- Step Three: *Preparing the IDP Form*
 - Record your agreement (see page 25 and 36)
 - Prepare copies
 - See Handout (*TACADA IDP Form page 27*)

Competency:

"Is an area of knowledge or skill that is critical for producing key outputs."

--Patricia McLagan, Author, Models for HRD Practices (See definitions on Page 20)

Competency List:

External Awareness

Creativity & Innovation

Strategic Thinking

Continual Learning

Oral Communication

Written Communication

Conflict Management

Team Building

Integrity/Honesty

Accountability

Problem Solving

Decisiveness

Interpersonal Skills

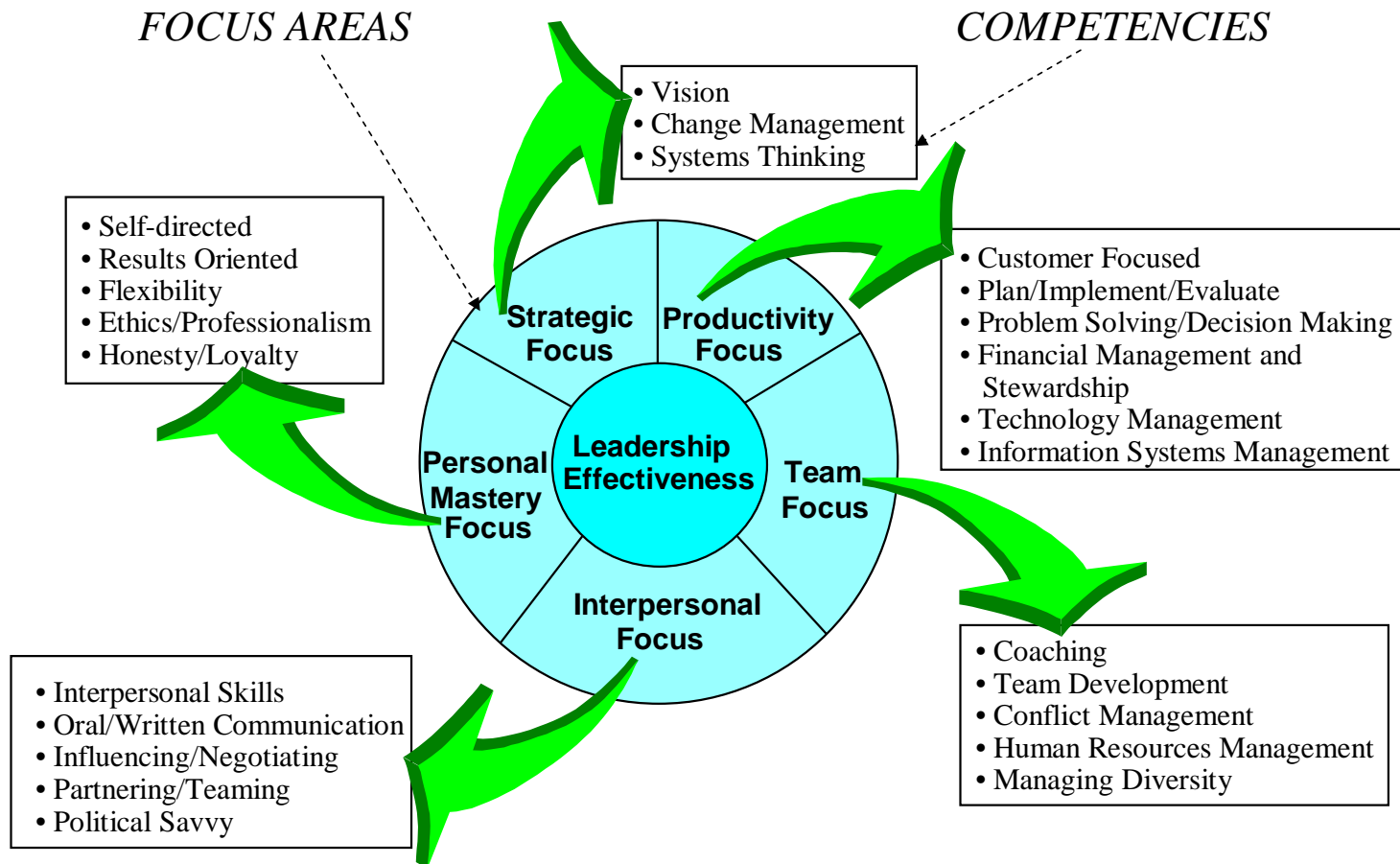
Political Savvy

Influencing/Negotiating

Customer Service

Competency Model:

Professional Development Model



IDP Development:

- Step Four: *Implementing the Process*
 - Evaluate & Update (Review Your IDP Yearly)
 - Evaluate & Update (Review Your PD/Performance Plan Yearly)
 - Evaluate & Update (Review Record of Accomplishment Sheet)
 - Seek a Mentor (See Mentoring Career Enhancement Guide)

Words To Live By:

We are all born with the potential to grow!

Those of us who learn to actualize this potential will know lives of untold fullness and excitement.

We will develop growth responses that will enable us to go anywhere and do anything.

Those of us who do not learn to actualize this potential will know lives of waste and tragedy.

References

■ Websites:

- www.resume-place.com
- www.keirsey.com
- www.doleta.gov
- www.doi.gov/octoc/index.html
- www.interviewexperts.com
- www.joblink-usa.com
- www.opm.gov/hrd/lead/trnginfo/trnginfo.asp#career
- www.ohrm.doc.gov/employees/training/idp-2001.pdf
- www.tacadamarketing.com

References (continued)

- Career Development Self-Assessment Guide by Cal Stevens
- Individual Developing Planning (How to Guide for Professional Development) by Cal Stevens
- Mentoring Career Enhancement Guide by Cal Stevens

References (continued)

Classic Readings:

- *Marketing Yourself and Your Career,*
by Jane Ballback and Jan Slater.
Richard Chang Associates, Inc. 1996,
Irvine, CA.
- *Four Steps in Developing Your*
A.C.E., *by Cal Stevens, iUniverse.com,*
2004
- Reading List, Next Slide

Reading List

- "Speaking to Excel", James Amps III, Amps Communications, 2000.
- "How to Win Friends and Influence People", Norman Vincent Peale, Holiday House, 1937.
- "Be My Guest", Conrad Hilton, A Fireside Book, 1957.
- "In Pursuit of Purpose", Dr. Myles Munroe, Destiny Image Publishers, 1995.
- "The Purpose-Driven Life", Rick Warren, Zondervan, 2002.
- "The Power of Purpose: Creating Meaning in Your Life and Work", Richard J. Leider, Berrett-Koehler Publishers, 1997.
- "Four Steps in Developing Your A.C.E.", Cal Stevens, iUniverse, Inc, 2004.
- "Marketing Yourself and Your Career", Jane Ballback and Jan Slater, Richard Chang Associates, Inc., 1996.

Reading List continued

- "Attitude Is Everything, A Tune-Up to Enhance Your Life", Keith Harrell Kendall/Hunt Publishing Company, 1995.
- "Attitude Is Everything", Keith Harrell, Harper Collins Publishing, Inc., 2000.
- "Enlightened Leadership: Getting to the Heart of Change", Ed Oakley and Doug Krug, Simon and Schuster: Fireside, 1991.
- "Think and Grow Rich: A Black Choice", Dr. Dennis Kimbro and Napoleon Hill, Ballantine Books, 1991.
- "It Only Takes A Minute to Change Your Life", Willie Jolley, St. Martin's Press, 1997.
- "The Greatest Salesman in the World", Og Mandino, Frederick Fell, Inc., 1968.
- "The Seven Habits of Highly Effective People", Dr. Stephen R. Covey, First Fireside, 1989.

Final Word

- *Strive for continuous improvement:*
 - Measure the **success** of your IDP assignments.
 - Identify the **strengths** as well as areas for **improvement**.
 - Decide how you will **improve** upon your next assignment.
 - Seek a **Mentor!**

Words of Encouragement

*"Thought determines what
you want."*

*Action determines what
you get!"*

--- Cal Stevens

It's Never too Early to Book Your 2017 Black History Speaker

Cal Stevens

Call today: 404.275.2386

- sales@tacadamarketing.com
- www.tacadamarketing.com

TACADA Marketing Consultants, LLC
www.tacadamarketing.com
tacada@earthlink.net

