

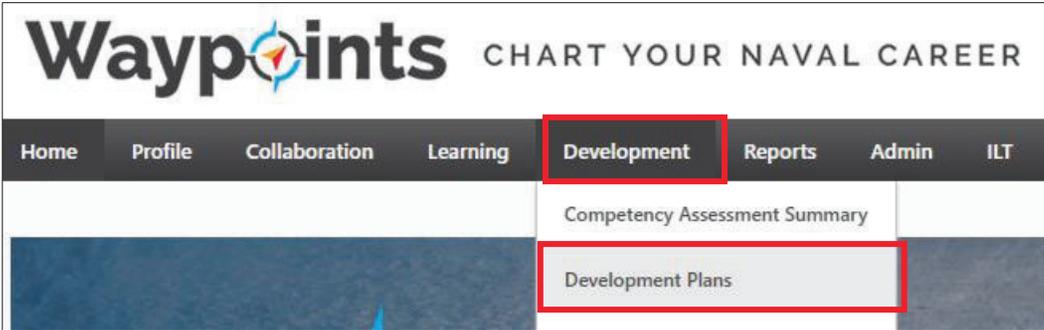
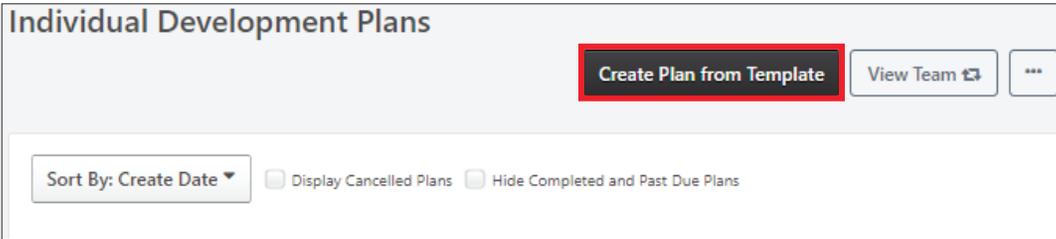


Individual Development Plan (IDP)

Assign an Individual Development Plan

Follow these steps to assign an IDP to your team.

Quick steps: Development > Development Plans

Step	Instruction
1	<p>Place the cursor over Development on the navigation bar and select Development Plans.</p> 
2	<p>Select Create Plan from Template.</p> 





Step	Instruction
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3 In the **Actions** column, select **Apply Template** for the **00-Navy Development Plan** template.

Development Plan Templates

Choose a template to create a development plan from.

Template	ID	Category	Date Created	Actions
00-Navy Development Plan	Preview	SJMEFG8B	1/30/2022	Apply Template

4 Review the purpose and instructions on the **Create a Plan** page.

Locate the **General Information** section. The plan title may be changed.

Create a Plan

The Purpose of an Individual Development Plan (IDP)

- It is a tool used to assist employees in career and personal development.
- Its primary purpose is to help employees reach short- and long-term goals as well as improve competencies (knowledge, skills, abilities, behaviors, and other characteristics) necessary to meet current objectives.
- Includes training, education, and other professional development strategies used to develop the desired competencies.
- It is not a performance evaluation tool but it can be used to assist employees to make their performance more effective (i.e. as performance development) in present or future positions.

Plan Title*

00-Navy Development Plan





Assign an Individual Development Plan

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5 Select the appropriate **Category** using the dropdown arrow.

Plan Title*

24-NAVSEA Individual Development Plan

Category

Career/Position IDP

Select...

Career/Position IDP

Developmental Program IDP

6 Enter a description in the **Description** field.

Description

B *I* ~~S~~ U ~~I~~ H1 H2 H3 H4 H5 H6 |





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- 7** The **Additional Information** field can be used by the employee to record Development Goals.

Note: Employees will be able to add their goals after the Development Plan has been assigned to them.

Additional Information

Short Term SMART (Specific, Measurable, Achievable, Realistic, Timebound) Goal

- 8** In the **Development Objectives** section, select **Add Objective**.

Development Objectives



There are no development objectives. Would you like to add one?

Add Objective





Step	Instruction
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9 Enter an **Objective Title**, then select the **dropdown arrow** and select the appropriate **Category** for this Development Objective.

Add Development Objective

Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title

Category

- Improve current skills
- Select...
- Changes in technology, processes or work requirements
- Development Program IDP
- Gain work experience
- Improve current skills**
- Policy requirements
- Position requirements

[Search For Learning](#) [Browse Recommended](#) [Add Development Action](#)

Find learning opportunities to help you achieve your objective. | Browse learning and development actions that are recommended for you. | Create your own actions to make your objective happen.





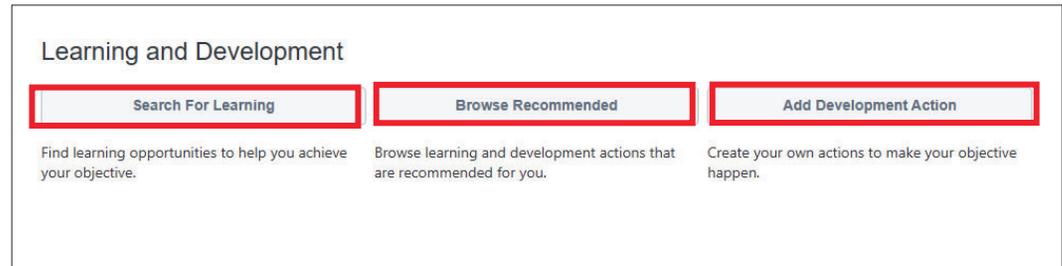
Step	Instruction
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10 In the **Learning and Development** section, search for and add Learning and/or Development Actions and set a due date for each.

Search For Learning to search the catalog for training to add to the Development Plan.

Browse Recommended shows learning activities that are on your transcript that have not been completed.

Add Development Action allows you to add development activities not available in the catalog – please be sure to search the catalog first.





Assign an Individual Development Plan

Step Instruction

- 11** Select **Search for Learning** to open the catalog.
- Enter the subject or skill that aligns to the **Objective Title** from **step 9** into the **Add Learning to New Objective search** field and select **Enter**.
- Browse results to find a course(s) and select **Add to Objective** for each selection.
- When finished, select **Discard Selections** if you want to start over or **Return to Objective** if you are satisfied with your selections.

The screenshot displays the 'Search For Learning' interface. At the top, there is a button labeled 'Search For Learning'. Below it, a text box says 'Find learning opportunities to help you achieve your objective.' The main section is titled 'Add Learning to New Objective' and features a search bar containing the text 'Team building'. Below the search bar, three course cards are shown:

- Course 1:** 'Dream Teams: Working Together without Fail' (24 minutes). Below the card is a red-bordered button labeled 'Add to Objective'.
- Course 2:** 'Leading and Working in Teams' (25 minutes). Below the card is a red-bordered button labeled 'Add to Objective'.
- Course 3:** 'Team Collaboration in Google Workspace' (50 minutes). Below the card is a red-bordered button labeled 'Add to Objective'.

At the bottom of the interface, there are two buttons: 'Discard Selections' and 'Return to Objective', both with red borders.





Assign an Individual Development Plan

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12 Select a **Due Date** for each course you have added to the Development Plan.

To add an additional objective, select **Save and Add Another**.

To finish adding objectives and continue editing the plan, select **Save and Return to Plan**.

Note: Both options only temporarily save your changes.

Dream Teams: Working Together without Falling Apart (Blinkist Summary) Learning Type: Online Class Due Date: 9/17/2023

Save and Add Another Save and Return to Plan

13 After selecting **Save and Add Another**, select **Add Development Action** to add a learning activity that is not available in the catalog such as external training or a shadowing assignment.

Learning and Development

Search For Learning Browse Recommended Add Development Action

Find learning opportunities to help you achieve your objective. Browse learning and development actions that are recommended for you. Create your own actions to make your objective happen.





Step	Instruction
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- 14** Enter a **Description** for the Development Action.
- Select the dropdown arrow for **Activity Type** and make the appropriate selection.
- Select a **Due Date**.
- Select **Done**.

Development Action

Description*

Activity Type
 ▼

Due Date*

Progress

Activity Type dropdown menu:
External Training
Select...
Added Responsibilities
Detail outside of Activity/Command
Detail outside of Department
Detail outside the Navy
Detail within the Department
External Training
Job Rotational
Job Shadow
Networking
On The Job Training
OutSide Training
Reading / Research Assignment
Sabbatical
Seeking a Mentor/Coach
Self-Development
Seminar or Conference
Volunteer for Activity/Command initiative

Buttons:





Step Instruction

15 To add an additional objective, select **Save and Add Another**.

To finish adding objectives and continue editing the plan, select **Save And Return to Plan**.

Note: These options only temporarily save your changes.

The screenshot shows the 'Learning and Development' section of a software interface. At the top, there are three buttons: 'Search For Learning', 'Browse Recommended', and 'Add Development Action'. Below these are three columns of text: 'Find learning opportunities to help you achieve your objective.', 'Browse learning and development actions that are recommended for you.', and 'Create your own actions to make your objective happen.' The main area contains a list of three items:

- Attend Leadership Conference**: Activity Type: **OutSide Training**, Progress: 0%, Due Date: 8/29/2025
- Leadership Foundations: Leadership Styles and Models**: Learning Type: **Online Class**, Due Date: 1/26/2025
- 24-PNMA-Leadership Lvl4 Situational Team Leadership**: Learning Type: **Event**, Due Date: 1/26/2025

At the bottom of the interface, there are three buttons: 'Discard Changes', 'Save and Add Another', and 'Save and Return to Plan'. The 'Save and Add Another' and 'Save and Return to Plan' buttons are highlighted with red boxes.

16 If the Development Plan is complete and ready to be assigned, locate the **Assignment** section, and select **My Team** under the Assignment heading.

Select the direct reports to whom this IDP will be assigned. You can select individuals, **Include All**, **Include Self**, and include the **subordinates** of your direct reports.

Selecting **Designate This as The Primary Plan for Assignees** will move the plan to the top of the user's list under a Primary Plan heading.

The screenshot shows the 'Assignment' section of a software interface. It starts with the heading 'Assignment' and the instruction 'Select the criteria that defines who will be included in this assignment.' Below this are several radio button options:

- Self Only
- My Team

Below the radio buttons are two columns of checkboxes:

- Include Self
- My Team
- Erie E
- Evora E

To the right of these are three more checkboxes:

- Include All
- Include Subordinates
- Include Subordinates

At the bottom of the section, there is a checkbox labeled 'Designate this as the Primary Plan for assignees', which is highlighted with a red box.





Assign an Individual Development Plan

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17 Select **Submit Plan** to complete the assignment.

Select **Save As Draft** to save until you are ready to complete the assignment.

Note: this draft will only be available to you.

Select **Discard Changes** to remove this development plan completely.

Note: The changes made impact the plan you are assigning, not the original template itself.

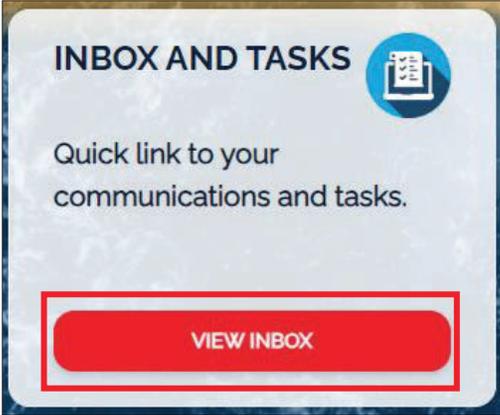
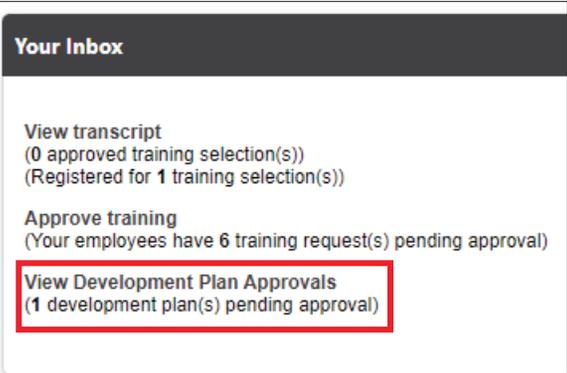




Approve or Deny an Individual Development Plan

Follow these steps to approve or deny an IDP.

Quick steps: [Inbox and Tasks > View Inbox](#)

Step	Instruction
1	On the home page, locate the Inbox and Tasks widget and select View Inbox .
	
2	In Your Inbox , select View Development Plan Approvals .
	





Approve or Deny an Individual Development Plan

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3 All development plans pending your approval are listed.

Select the **Plan Title** to view the development plan.

Development Plan Approval

Pending Development Plans

<input type="checkbox"/> Employee Name	Plan Title	Status
<input type="checkbox"/> Erie E	Career Growth Development Plan: Become a Supervisor	Pending Acceptance Approval

4 There are several options to respond to the request for approval after reviewing the Development Plan.

- Select **Approve** to accept the plan as is and a notification will be sent to the employee.
- Select **Deny** to reject and return the plan to the employee.
- From the **Options** dropdown, select **Edit Development Plan** to make changes or add objectives.
- Select **Add a Comment** to add a comment to a specific Development Objective.
- Select **Add a Comment** for the entire Development Plan to add a comment for the plan.

Career Growth Development Plan: Become a Supervisor

Approve Deny Options

Print Development Plan
Edit Development Plan

8% Completed

Due Date: 10/31/2024 | Plan Category: Career/Position IDP | Assignee: Erie E

Description: This development plan will help me build the skills, knowledge, and experience necessary to transition into a supervisor role successfully.

DEVELOPMENT OBJECTIVES

Leadership Experience
Category: Gain work experience

Job shadow a supervisor within my department
Activity Type: Job Shadow | Progress: 25% | Due Date: 10/31/2024 | 25% Complete

Leadership Foundations: Leadership Styles and Models
Learning Type: Online Class | Progress: Not Completed | Due Date: 6/28/2024 | View

Collaborative Leadership
Learning Type: Online Class | Progress: Not Completed | Due Date: 6/28/2024 | View

Objective Comments
Add a Comment

Plan Comments
Add a Comment





Approve or Deny an Individual Development Plan

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Step	Instruction
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5 An alternate way to approve a development plan is to select **View Inbox (step 1) > View Development Plan Approvals (step 2) > Locate plan in Pending Development Plans** list.

Pending Development Plans						
<input type="checkbox"/>	Employee Name	Plan Title	Status	Date Submitted	Due Date	Progress
<input type="checkbox"/>	Erie E	Career Growth Development Plan: Become a Supervisor	Pending Acceptance Approval	2/3/2024	10/30/2024	8%

6 If the development plan(s) have already been reviewed, select the checkbox next to the **Employee Name** to select the development plan to process.

Select **Deny** to reject the selected development plan(s).

Select **Approve** to accept the selected development plan(s).

Pending Development Plans						
<input type="checkbox"/>	Employee Name	Plan Title	Status	Date Submitted	Due Date	Progress
<input checked="" type="checkbox"/>	Erie E	Career Growth Development Plan: Become a Supervisor	Pending Acceptance Approval	2/3/2024	10/30/2024	8%

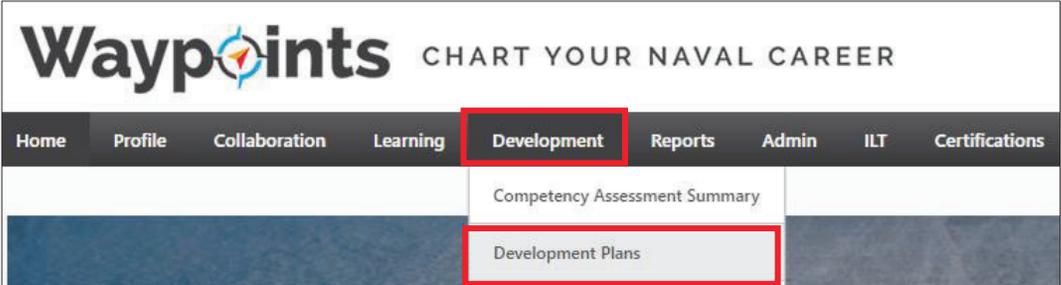
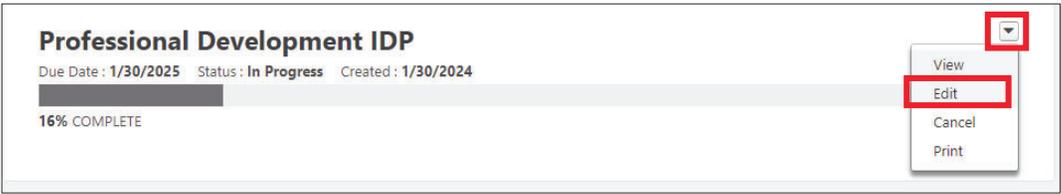




Update an Individual Development Plan

Follow these steps to update an IDP.

Quick steps: Development > Development Plans

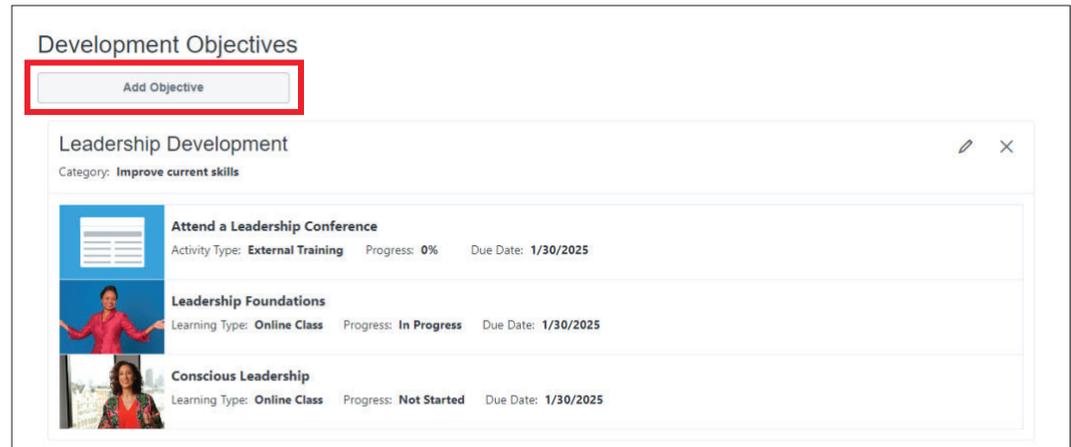
Step	Instruction
1	Place the cursor over Development on the navigation bar and select Development Plans . 
2	Locate the Development Plan to be updated, select the dropdown arrow, and select Edit . 



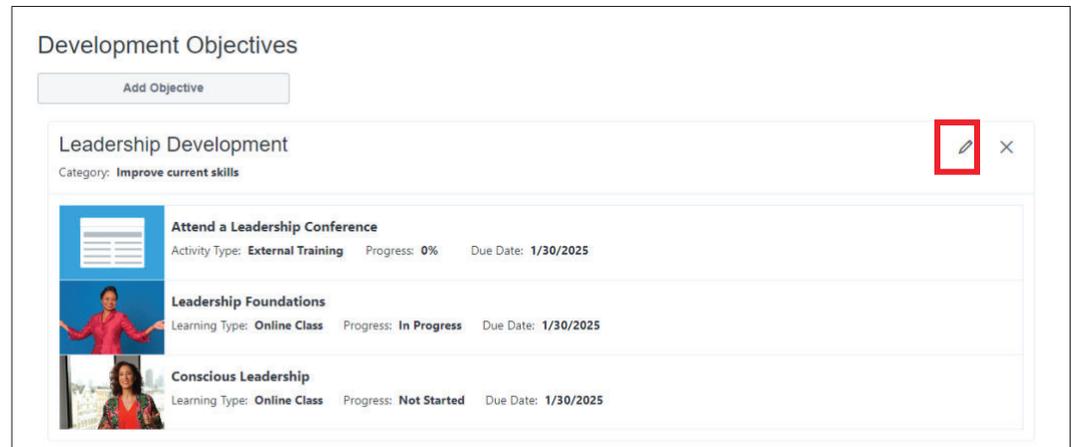


Step	Instruction
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3 Select **Add Objective** to add a new objective to the existing IDP.



4 To update progress of a **Development Objective**, select the **Edit** icon for the corresponding objective.





Step	Instruction
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5 Select the **Pencil** icon for the Development Action to be updated.

Learning and Development

[Search For Learning](#) [Browse Recommended](#) [Add Development Action](#)

Find learning opportunities to help you achieve your objective. Browse learning and development actions that are recommended for you. Create your own actions to make your objective happen.

	Attend a Leadership Conference	Activity Type: External Training	Progress: 0%	Due Date: 1/30/2025		
	Leadership Foundations	Learning Type: Online Class	Progress: In Progress	Due Date: 1/30/2025		
	Conscious Leadership	Learning Type: Online Class	Progress: Not Started	Due Date: 1/30/2025		





Step	Instruction
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6 Update the **Progress** field with a numeric value between 0 and 100 to represent the percentage complete.

Select **Done**.

Development Action

Description*

Activity Type

External Training

Due Date*

1/30/2025

Progress

Cancel Done





Step	Instruction
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7 The value entered displays in the **Progress** field for the development action.

When updates are complete, select **Save and Return to Plan**.

The screenshot shows the 'Learning and Development' interface. At the top, there are three buttons: 'Search For Learning', 'Browse Recommended', and 'Add Development Action'. Below these are three columns of instructions: 'Find learning opportunities to help you achieve your objective.', 'Browse learning and development actions that are recommended for you.', and 'Create your own actions to make your objective happen.' The main area contains a list of development actions:

Image	Activity Name	Activity Type	Progress	Due Date	Actions
	Attend a Leadership Conference	External Training	100%	1/30/2025	✎ ✕
	Leadership Foundations	Online Class	In Progress	1/30/2025	✕
	Conscious Leadership	Online Class	Not Started	1/30/2025	✕

At the bottom of the interface, there are three buttons: 'Discard Changes', 'Save and Add Another', and 'Save and Return to Plan'. The 'Save and Return to Plan' button is highlighted with a red box.





Step	Instruction
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8 Once all objective actions are updated, select **Submit Plan**.

Development Objectives

[Add Objective](#)

Leadership Development

Category: **Improve current skills**

	Attend a Leadership Conference Activity Type: External Training Progress: 100% Due Date: 1/30/2025
	Leadership Foundations Learning Type: Online Class Progress: In Progress Due Date: 1/30/2025
	Conscious Leadership Learning Type: Online Class Progress: Not Started Due Date: 1/30/2025

[Discard Changes](#) [Submit Plan](#)





Step	Instruction
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- 9 The updated IDP will be routed to the manager for approval of the updates.
- Select **Add a Comment** to add a comment that is visible to the manager.

DEVELOPMENT OBJECTIVES

Leadership Development
Category: **Improve current skills**

	Attend a Leadership VConference Activity Type: External Training Progress: 100% Due Date: 1/30/2025	0% 100% 100% Complete
	Leadership Foundations Learning Type: Online Class Progress: In Progress Due Date: 1/30/2025	Launch ***
	Conscious Leadership Learning Type: Online Class Progress: Not Started Due Date: 1/30/2025	View ***

Objective Comments

Add a Comment





Update an Individual Development Plan

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Step	Instruction
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- 10** Enter a comment and select **Save**.
The comment displays and can be seen by the manager.

Objective Comments

Attended the Leadership Conference on February 15.

Save Cancel

Objective Comments

Add a Comment

 Attended the Leadership Conference on February 15. February 9, 2024 at 12:32 PM

Reply Edit Delete

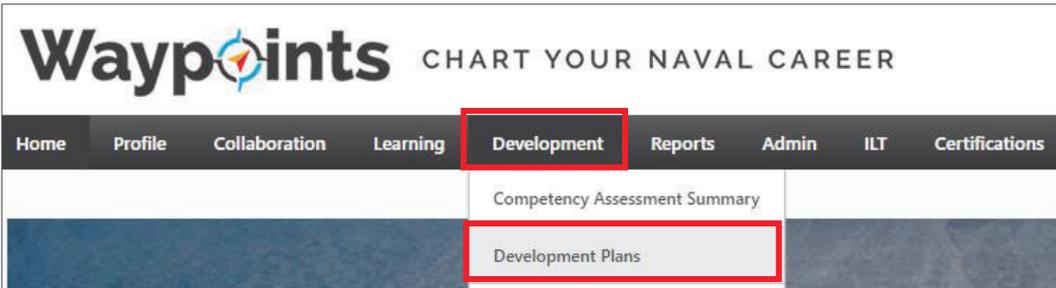
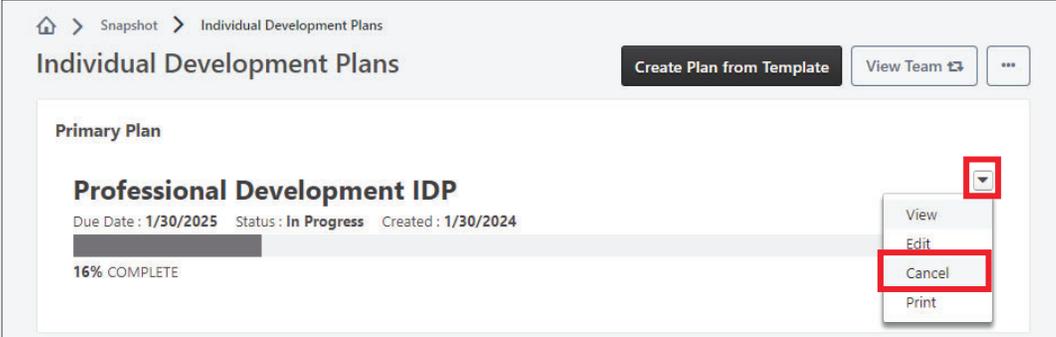




Cancel an Individual Development Plan

Follow these steps to cancel an IDP.

Quick steps: Development > Development Plans

Step	Instruction	
1	Place the cursor over Development on the navigation bar and select Development Plans .	
2	Locate the IDP to be cancelled and select the down arrow. Select Cancel .	

Note: the IDP must be in a status of In Progress or Not Started to be cancelled. If the IDP is Pending Acceptance Approval, the option to cancel is not available.

