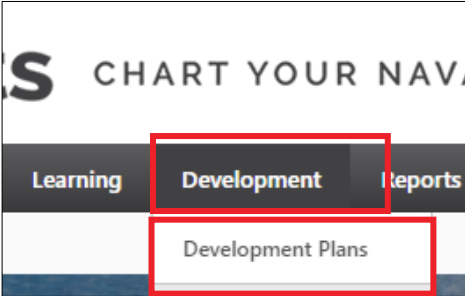
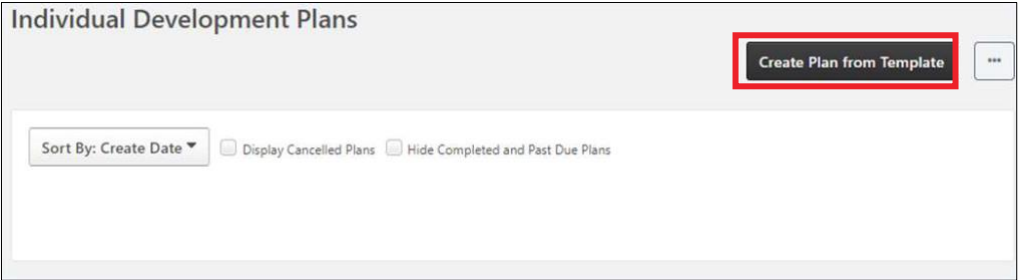


Individual Development Plan (IDP)

Create an IDP from a Template

An IDP is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance. Employees can add objectives and learning activities to help achieve their goals. Supervisors review and provide feedback on the IDP to match individual goals with command goals.

Quick steps: Development > Development Plans > Create Plan from Template

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



Create an IDP from a Template

Updated: 6 April 2024
Document #: JA-E05-03

Step Instruction

3 Select **Apply Template**.

Template		ID	Category	Date Created	Actions
Navy Basic IDP	Preview	DPFSWDHVD	Navy Basic I...	11/18/2021	Apply Template

4 In the **Create a Plan** section, read the **Purpose** and **Instructions** sections for more details about creating an IDP.

Tip: Throughout the process of creating an IDP, refer to the **Create a Plan** page often to **Save as Draft**. This will save progress in case there are any interruptions.

[Home](#) > [Snapshot](#) > [Dev Plan List](#) > [Create a Plan](#)

Create a Plan

THE PURPOSE OF AN INDIVIDUAL DEVELOPMENT PLAN (IDP)

- An IDP is an instrument used to assist employees and their supervisors in planning an employee's career and personal development.
- An IDP will also help employees develop short-and long-term goals as well as improve their knowledge, skills, abilities, behaviors, and other characteristics (competencies) necessary to meet current and future objectives.
- IDPs include training, education, and other professional development strategies used to improve the desired competencies.
- An IDP is NOT a performance evaluation tool however, it can be used to assist employees in developing their technical and leadership skills to prepare for present or future positions.
- Creating the IDP is not a one-time activity; it should be developed and executed as a partnership between the employee and their supervisor. This requires collaborative preparation and continuous feedback.
- IDPs are mandatory for all employees; though it DOES NOT guarantee requested training.

INSTRUCTIONS:

1. Begin by developing your Short Term (1-3 years) career goal(s). This should be done via a discussion with your supervisor and mentor.
2. Determine the training and development activities that will assist you in achieving your career goal(s).
3. Add an objective for each of the skills or experiences you hope to enhance or gain.
 1. Consider 3 categories for skill development to have a holistic development plan
 1. Technical / functional
 2. Leadership / interpersonal
 3. Mandatory training
4. Once you have added an objective, there are several ways to add learning activities to help achieve that objective.
 1. [Search for Learning](#) – this allows you to search the catalog for training
 2. [Browse for Recommended](#) – this shows learning activities that are on your transcript that have not been completed
 3. [Add Development Action](#) – this allows you to add development activities not available in the catalog – Please be sure to search the catalog first
5. When complete, select Submit Plan and your IDP will be sent to your supervisor for review and approval or feedback.
6. Set up a time to discuss your plan with your supervisor.

[Discard Changes](#)[Save as Draft](#)[Submit Plan](#)



Step	Instruction
------	-------------

5	Under General Information , a user can update the Plan Title , Category , and Description fields as appropriate.
---	--

Note: The **Description** field is optional for providing additional information or details about an IDP.

General Information

Plan Title*

00-Navy Development Plan

Category

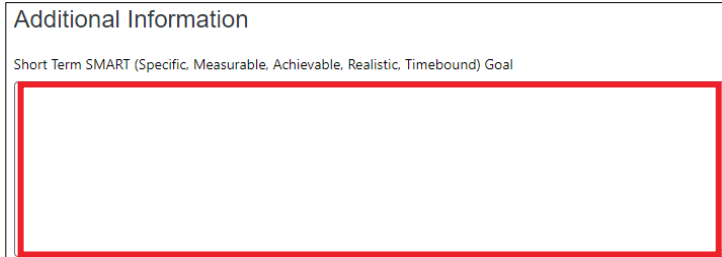
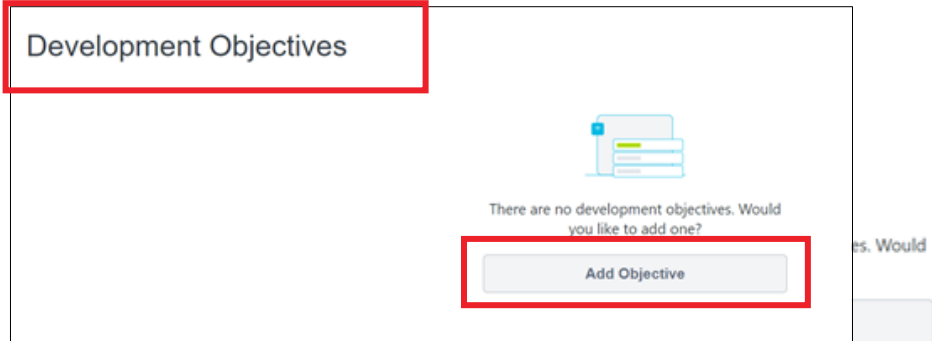
Career/Position IDP

Description

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





Step	Instruction	
6	Under Additional Information , add Short Term (1-3 years) career Goals .	
7	In the Development Objectives section, there may be existing objectives in the template. Select the Edit icon to modify the objective and to add development activities or Add Objective to create new objectives.	





Step Instruction

- 8 Make any necessary edits to the **Objective Title**, then select the **Category** dropdown to select the category for this objective.

- 9 Under **Learning and Development**, choose the learning activity that best supports the type of training desired for the corresponding objective:

- Search For Learning
- Browse Recommended
- Add Development Action

Note: Multiple learning activities can be added to a development objective (**Example:** Search for Learning to add a LinkedIn Learning course, then Add Development Action to add a rotation, job shadow, etc.). Refer to **steps 10, 11, 12, and 13** for details.





Create an IDP from a Template

Updated: 6 April 2024
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Step Instruction

10 **Option 1:** Select **Search For Learning** to add courses and trainings.

The **Add Learning to New Objective** page appears where you can:

Include keywords in the **Search For Learning** field and select **Enter**. This will bring up a list of training options to choose from that aid in supporting this **Development Objective**.

Use filters to narrow down results by training **Type**, **Subject**, and **Duration**.

Select **Add to Objective** to add the training to the Development Objective. A user can add multiple trainings. Select **Remove From Objective** to remove training. Select the title of the training to access more details about the training.

Toggle between pages by using the arrows at the end of the list of the page of training.

On the bottom bar of the screen, select **Return to Objective** once done (select **Discard Selections** to start over if needed).

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.

Add Learning to New Objective

Q Search For Learning

10000 Results

TYPE

SUBJECT

DURATION

Ukulele Lessons: Fundamentals

2 hours, 11 minutes

Add to Objective

Finance Foundations: Risk Management

1 hour, 11 minutes

Add to Objective

Interaction Design for the Web

1 hour, 44 minutes

Remove from Objective

Learning Angular

1 hour, 40 minutes

Add to Objective

Advanced Revit and Dynamo for Interior

2 hours, 57 minutes

Add to Objective

Become a Digital Trust & Safety Leader

1 hour, 30 minutes

Add to Objective

Essential Statamic for PHP and Laravel

1 hour, 31 minutes

Add to Objective

Creativity Boot Camp 2: Creative Fuel

1 hour, 14 minutes

Add to Objective

< 1 2 ... 417 >

Discard Selections

Return to Objective





Step Instruction

- 11** Once trainings are added to an objective, they will be listed under the **Learning and Development** section of the IDP template, where modifications can be made to due dates. Select the **Calendar** icon to make changes or enter the date in the date field. Select the **X** icon to remove the training.

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.

	Interpersonal Communication	Learning Type: Online Class	Due Date: 3/14/2024		
	Communication within Teams	Learning Type: Online Class	Due Date: 3/14/2024		





Step Instruction

12 **Option 2:** Select **Browse Recommended** to review recommendations for courses or actions based on an objective.

The **Recommended Learning & Development Actions** page will recommend trainings from the transcript that have been started, but not finished.

Select **Add to Objective** to add the training to the Development Objective. A user can add multiple trainings. Select **Remove from Objective** to remove training. Select the title of the training to review more details about the training.

Access more training options by placing the cursor over the trainings and selecting arrows to move from **Previous** to **Next**.

Select **Return to Objective** on the bottom bar of the screen once done (select **Discard Selections** to start over if needed).

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.

Recommended Learning & Development Actions for New Objective

Continue Learning

19-Orlando - Individual Development Plan (IDP)

[Add to Objective](#)

Online Class
Project Management Foundations: Schedules

[Add to Objective](#)

Online Class
Microsoft Teams: Working with Files

[Remove from Objective](#)

Curriculum
19-Digital Citizen: Level 1 Foundations

[Add to Objective](#)

[Discard Selections](#)[Return to Objective](#)





Step Instruction

13 **Option 3:** Select **Add Development Action** to create an action step to complete.

A window will open to complete a **Development Action**.

Enter a **Description** of the action.

Select the dropdown arrow under **Activity Type** to open the activity list and select the best option (i.e. Job Rotation, Job Shadow, Networking, etc.).

Modify the **Due Date** by selecting the **Calendar** icon to make changes or enter the date in the date field.

Update the **Progress** field by entering the percentage completed on the activity.

Note: After the IDP gains approval, a user must regularly update the percentage as they make progress on the activity.

Select **Done** when finished (select **Cancel** if needed).

Learning and Development

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.

Development Action

Description*

Activity Type

Due Date*

Progress

Cancel Done





Step Instruction

- 14** On the **Edit Development Objective** page, review selections, make any edits to dates (select the **Pencil** icon), or select one of the **Learning & Development** options to add more training or activities.

When finished, select **Save and Return to Plan** to continue editing the IDP.

Note: Select **Save and Add Another** to add another Development Objective to the IDP. Select **Discard Changes** to cancel the Development Objective.

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

Objective Title
Communications

Category
Improve current skills

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.

High Risk Communications Workshop Activity Type: OutSide Training Progress: 0% Due Date: 3/14/2024

Interpersonal Communication Learning Type: Online Class Due Date: 3/14/2024

Communication within Teams Learning Type: Online Class Due Date: 3/14/2024

Discard Changes Save and Add Another Save and Return to Plan

- 15** Once you are back on the IDP template, locate the **Assignment** section. If a user is not a manager with subordinates, Waypoints automatically assigns the plan to **Self Only**.

Note: Managers with subordinates can create an IDP and assign it as their **Primary Plan**. Check the box to **Designate this as the Primary Plan for Assignees**.

Assignment

Select the criteria that defines who will be included in this assignment

☒ Self Only

☐ Designate this as the Primary Plan for assignees





Step	Instruction
------	-------------

16	Select Submit Plan to route the plan for manager approval. Select Save as Draft to continue editing later.
----	--

Select **Discard Changes** to delete.

Note: A user will receive an email when their manager approves or denies their IDP.





Create an IDP from a Template

Updated: 6 April 2024
Document #: JA-E05-03

Step Instruction

17 Once a user saves or submits a new IDP, it will display on the user's main **Individual Development Plans** page. Here the user can review the IDP's title, due date, status, and date of creation.

If a user has multiple IDPs, only one can be designated as a **Primary Plan**. Under **Other Plans** is where the full list of IDPs are located.

Select the dropdown arrow next to the IDP to access a list of options.

Select **View** to open the IDP (or select the IDP title) and update progress, launch active training, view completed training, make comments, upload attachments, and access modification history.

Select **Edit** to change an IDP (add or remove content). Any changes to an already submitted IDP will require another approval.

Select **Cancel** to remove the IDP from the full list of plans. This action requires another approval.

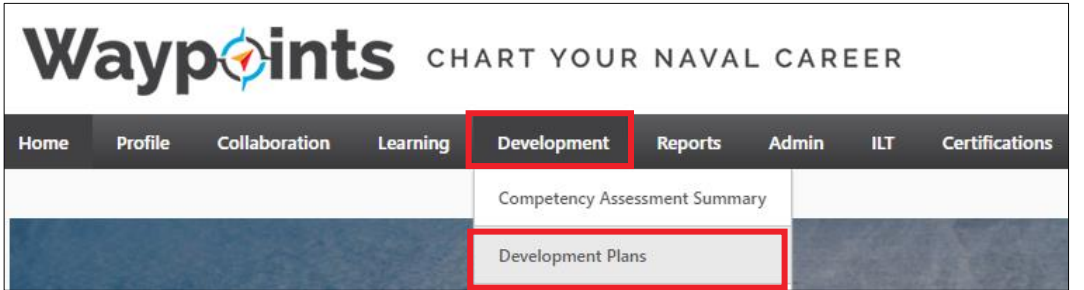
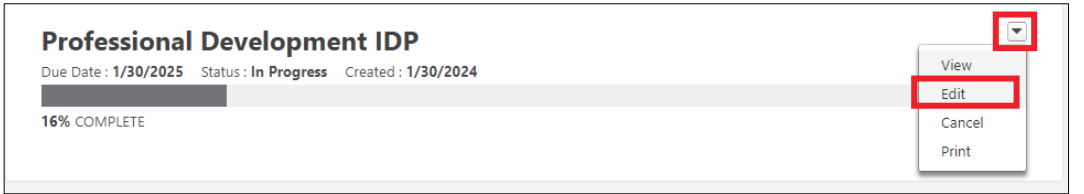
Select **Designate As Primary Plan** if a user has multiple approved IDPs and wants to change which one is the primary plan.



Update an IDP

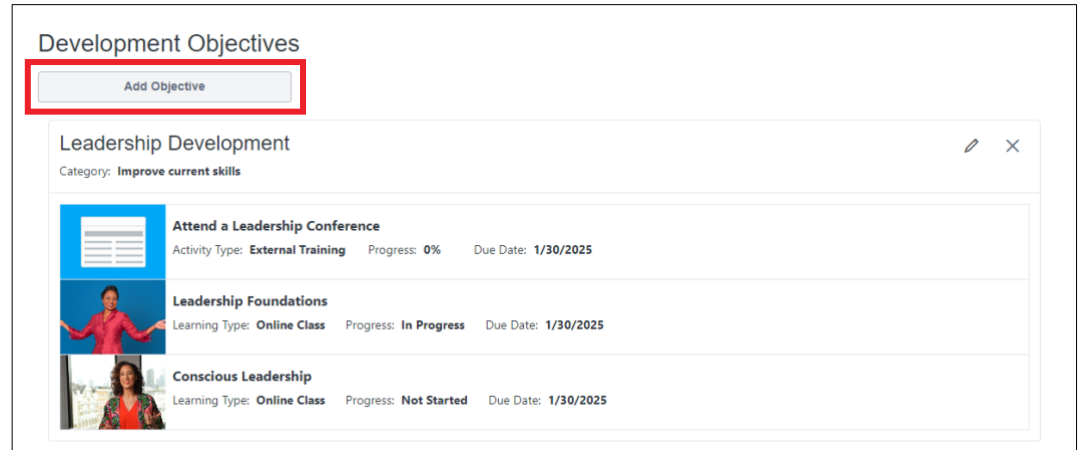
Follow these steps to update an IDP.

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

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

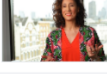


Development Objectives

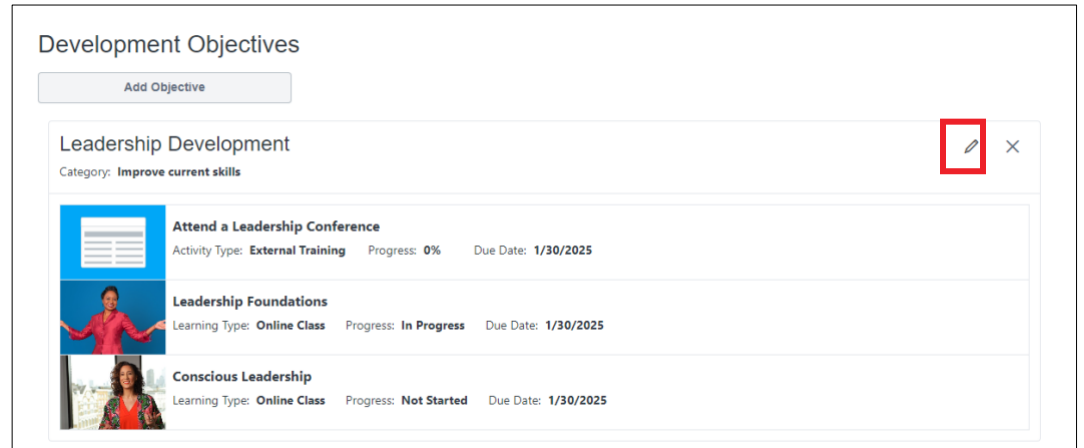
[Add Objective](#)

Leadership Development ✎ ✕

Category: **Improve current skills**

	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

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



Development Objectives

[Add Objective](#)

Leadership Development ✎ ✕

Category: **Improve current skills**

	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

- 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	
6	Update the Progress field with a numeric value between 0 and 100 to represent the percentage complete. Select Done.	Development Action Description* Attend a Leadership Conference Activity Type External Training Due Date* 1/30/2025 Progress 100 Cancel Done

Step Instruction

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

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

Learning and Development

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: 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	

Step	Instruction
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

- 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

Step	Instruction
------	-------------

- | | |
|-----------|--|
| 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

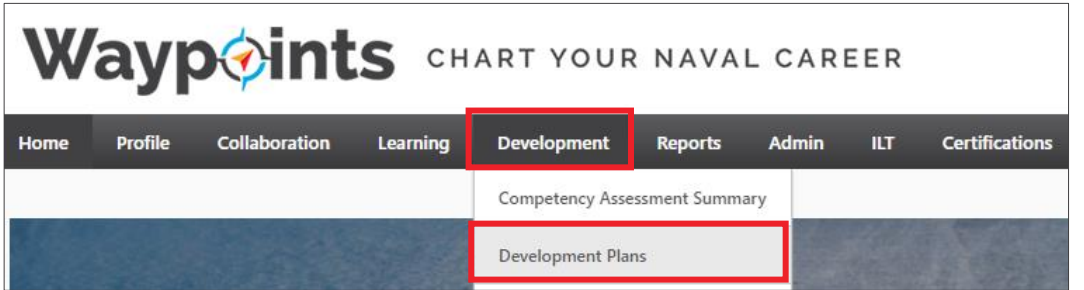
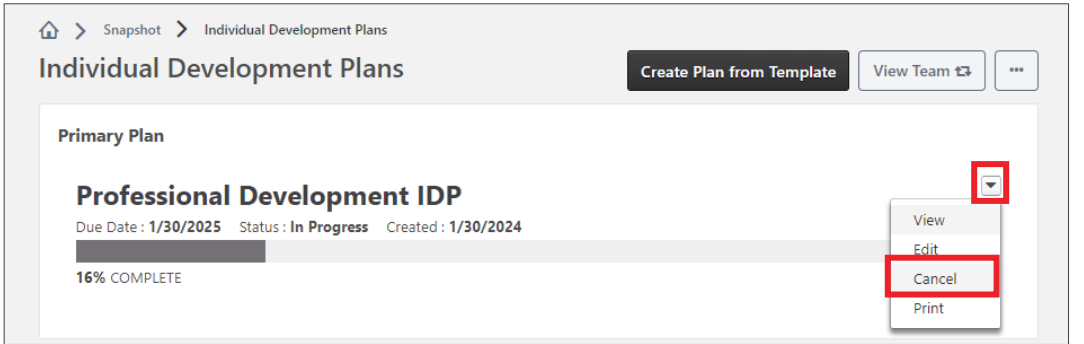
 Attended the Leadership Conference on February 15. February 9, 2024 at 12:32 PM

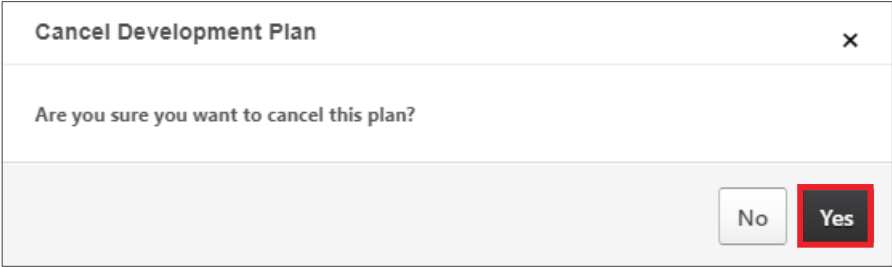
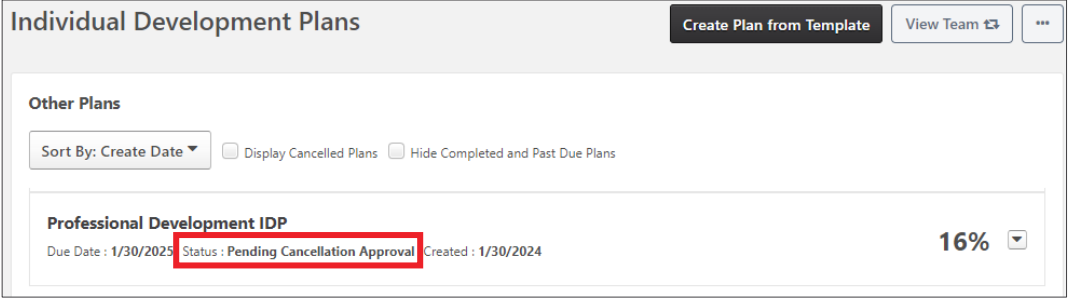
Reply Edit Delete

Cancel an IDP

Follow these steps to cancel an IDP.

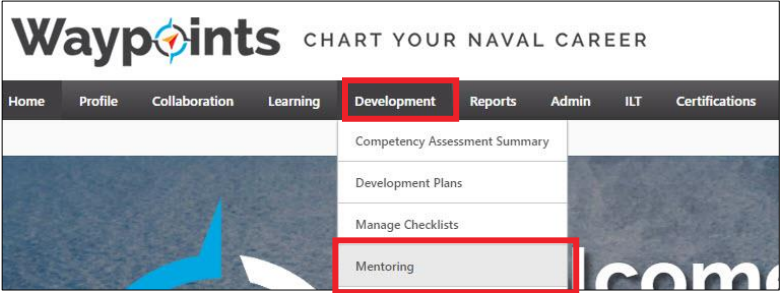
Quick steps: Development > Development Plans

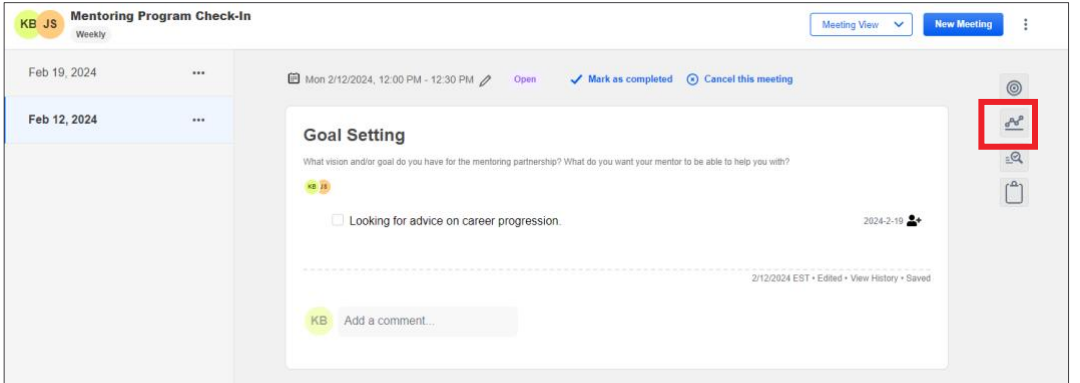
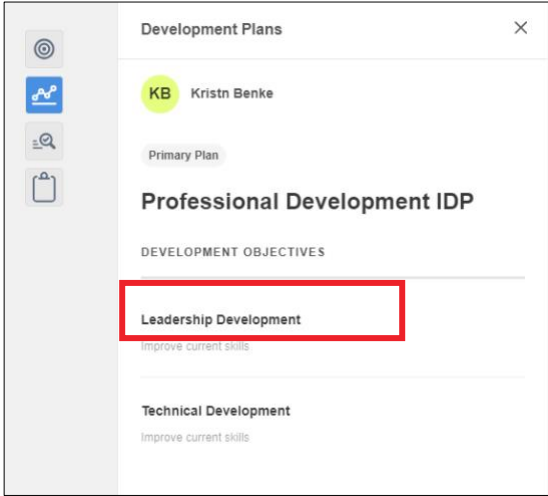
Step	Instruction	
1	Place the cursor over Development on the navigation bar and select Development Plans .	
2	Locate the IDP to be cancelled and select the down arrow. Select Cancel. Note: the IDP must be in a status of In Progress or Not Started to be cancelled. If the IDP is Pending Acceptance Approval, the option to cancel is not available.	

Step	Instruction	
3	In the pop-up window, select Yes to confirm cancellation.	
4	The plan will be in a Pending Cancellation Approval status and an email will be sent to the manager for cancellation approval.	

View an IDP

Quick steps: Development > Mentoring > Manage Check-Ins

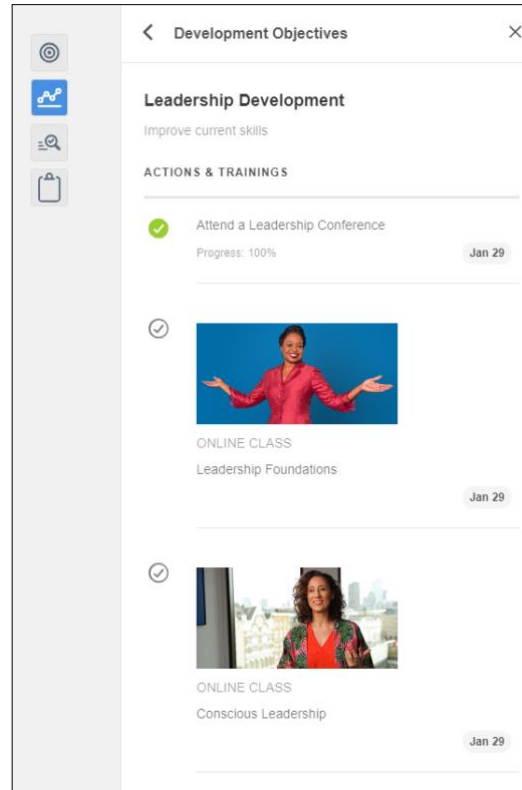
Step	Instruction	
1	Place the cursor over Development on the navigation bar and select Mentoring .	
2	Select Manage Check-Ins .	

Step	Instruction	
3	Mentees and mentors can view their own Individual Development Plans from the Check-In page by selecting the Dev Plan button. Note: A mentor cannot access a mentee's development plan through the mentor Check-In page. -	
4	The Development plan and its Development Objectives display. Select a Development Objective to view the Development Actions and Trainings associated to the objective.	



Step	Instruction
------	-------------

- | | |
|---|--|
| 5 | To view and manage the entire Development Plan, select the Manage button. |
|---|--|



Manage





Step	Instruction
------	-------------

6

Once on the development plan, it can be saved as a PDF. Select the down-arrow, select **Print**, and save to the desired location.

Note: To share the development plan, the mentor and mentee can meet in person, they can screen share via a virtual meeting, or the development plan can be saved as a PDF and shared via email.

Individual Development Plans

Create Plan from TemplateView Team t3...

Primary Plan

Professional Development IDP

Due Date : 1/30/2025Status : Pending Acceptance ApprovalCreated : 1/30/2024

16% COMPLETE

View

Edit

Print

