

HQMC IDP HANDBOOK
Appendix 3: HQMC IDP Format

MCB Butler INDIVIDUAL DEVELOPMENT PLAN (IDP)

PART I - EMPLOYEE DATA	
NAME:	TIME PERIOD COVERED:
POSITION/PAY PLAN/OCCUPATIONAL CODE/GRADE:	ORGANIZATION:

PART II - CAREER GOALS	
SHORT-TERM GOALS (1 year):	
LONG-TERM GOALS (2-3 years):	

PART III - DEVELOPMENTAL NEEDS				
Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved

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PART III - DEVELOPMENTAL NEEDS (CONTINUED)				
Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved

PART IV: SIGNATURES	Signature and Date IDP Established	Date Updated/Initials	Date Updated/Initials	Date Updated/Initials
Employee				
Supervisor				

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INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL DEVELOPMENT PLAN (IDP)

Below are basic instructions for completing the IDP format. Please see the HQMC IDP Handbook for more detailed step-by-step instructions, list and description of typical developmental activities, and a list of training and development resources.

TO BE COMPLETED BY EMPLOYEE

PART I: Enter appropriate data.

PART II: Briefly describe your short-term 1-year goal(s) in your current position. (Example: Become a subject matter expert in "xyz" to expand our office's ability to support customers.) If you wish, include longer-term career goals over the next 2 to 3 years.

TO BE COMPLETED BY EMPLOYEE AND SUPERVISOR

PART III (first 3 columns):

Build your developmental plan to meet your goals, review it with your supervisor, and modify if needed, as follows:

Developmental Objectives

Write a brief action statement describing what knowledge or skill you need to obtain or improve to meet the goals in PART II. (Example: Become familiar with federal regulations and implementing guidance regarding "xyz" program.) Prioritize the objectives, starting with those needed to meet your short-term goals, and list them in priority order in the first column of PART III.

Developmental Activities

In column 2 of PART III, describe the formal training course or other developmental activity that will most enable you to achieve that objective. If you have more than one activity for the same objective, use a separate row for each activity.

Target Completion Dates

In column 3, enter a realistic target date for completing each activity, balancing the date against workload demands and the other activities in your IDP.

Review With Supervisor

After you have completed all the above items on your IDP, now is the time to review it with your supervisor, modify it if needed, and move on to the first signature in PART IV.

PART IV: Sign and date the IDP to indicate the IDP has been established.

PART III (last 2 columns):

As you complete each developmental activity, write in the actual completion date in column 4 of PART III. In column 5, Outcome Achieved, describe to what extent you gained or improved your proficiency as stated in the objective.

Discuss with your supervisor to determine if more developmental activities are needed for that objective.

UPDATES: Decide with your supervisor how often to update and initial the IDP in PART IV.

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Appendix 4: Sample IDPs

SAMPLE 1 (NON-SUPERVISOR) MCB Butler INDIVIDUAL DEVELOPMENT PLAN (IDP)	
PART I - EMPLOYEE DATA	
NAME: Peter Winters	TIME PERIOD COVERED: 1 Oct 2014 - 30 Sep 2015
POSITION/PAY PLAN/OCCUPATIONAL CODE/GRADE: Management Analyst-GS-343-12	ORGANIZATION: Department X

PART II - CAREER GOALS
SHORT-TERM GOALS (1 year): Expand my contributions to our division's mission and goals.
LONG-TERM GOALS (2-3 years): Move up to a supervisory position to advance in my career.

PART III - DEVELOPMENTAL NEEDS				
Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved
1. Enhance my analytical skills to improve performance of job objective #1	1a. <u>Management Analysis: Advanced Applications</u> , USDA Grad School, , 4 days, \$945, proposed dates 11-14 February	14 February		
1. Enhance my analytical skills to improve performance of job objective #1	1b. Design and conduct a study on a subject that is relevant to current issues my office is facing. Prepare report and presentation. Deliver presentation to supervisor and co-workers and receive feedback.	30 April		

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PART III - DEVELOPMENTAL NEEDS				
Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved
2. Learn more about our section's other functional areas, to expand my ability to support our customers.	Interview SMEs and shadow them for a week. Write a report summarizing learning and insights. Include recommendations to improve customer support.	15 June		
3. Assess and improve leadership skills.	Join The Civilian Leadership Development Program. Take 180 assessment with supervisor, work with mentor and supervisor to add needed leadership skill objectives to this IDP.	31 January		

PART IV: SIGNATURES	Signature and Date IDP Established	Date Updated/Initials	Date Updated/Initials	Date Updated/Initials
Employee	Peter Winters 15 Nov 2014			
Supervisor	Gloria Williams 15 Nov 2014			

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SAMPLE 2 (SUPERVISOR) MCB Butler INDIVIDUAL DEVELOPMENT PLAN (IDP)

PART I - EMPLOYEE DATA	
NAME: Gloria Williams	TIME PERIOD COVERED: 1 Oct 2014 - 30 Sep 2015
POSITION/PAY PLAN/OCCUPATIONAL CODE/GRADE: GS-301-13	ORGANIZATION: Department X

PART II - CAREER GOALS
SHORT-TERM GOALS (1 year): Update our strategic plan and put processes and procedures in place to implement the plan.
LONG-TERM GOALS (2-3 years): Advance into position of higher responsibility where I can continue to learn and grow and contribute.

PART III - DEVELOPMENTAL NEEDS				
Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved
1. Learn best practices in strategy execution	<u>Strategy Execution: Getting It Done</u> , AMA, \$1,794, 7-10 January	10 January		
2. Gain experience in managing diverse groups	Volunteer as President of Executive Board of Directors for local civic organization (off duty)	one-year term with option to extend		
3. Pursue executive leadership development opportunities	Apply/compete for USMC quotas to centrally managed executive leadership development program(s)	ongoing as announced		

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PART III - DEVELOPMENTAL NEEDS				
Developmental Objective	Developmental Activity	Target Completion Date	Actual Completion Date	Outcome Achieved

PART IV: SIGNATURES	Signature and Date IDP Established	Date Updated/Initials	Date Updated/Initials	Date Updated/Initials
Employee	Gloria Williams 15 Nov 2014			
Supervisor	Jose Gomez 17 Nov 2014			