



<b>Development Objectives:</b> What do you need to do this year to work towards your goals?	<b>Developmental Activities</b> (training, assignments, projects, details, etc.)	<b>Proposed Dates</b>	<b>Estimated Costs</b>	<b>Date Completed</b>
<b>Notes:</b>	<b>Employee's Signature/ Date</b>			
	<b>Supervisor's Signature/ Date</b>			

**Instructions for Use:**

Mandatory Usage. This form may be modified for developmental or leadership programs as long as the modified form contains all the elements on this form. Examples of modified IDPs include the Biological Sciences Development Program IDP and IDPs developed in the Service's leadership development programs.

This form is required for all permanent full-time employees and should be updated annually. The employee and the supervisor should each retain a copy for his/her records.

# Instructions

Complete the Individual Development Plan following these steps:

## 1. Employee Developmental and Career Goals:

The employee and supervisor should work together to complete the goals for successful performance in the employee's current position and the employee's short- and long-term career goals on the first page of the IDP.

### Developmental Objectives:

In this section describe what the employee needs to do this year to work towards his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goal. Examples: Waterfowl identification for species in the Central flyway; Learn to use FFS; Write NEPA documents; Develop leadership skills; etc.

## 2. Determine a method of training and a training time frame.

Determine what type of training or activity is needed to accomplish the employee's developmental goals. It could be On the Job Training (OJT), a detail, or an actual training course or a combination of methods. Identify the proposed dates for the training or activity in the *Proposed Dates* column. Enter the actual or estimated cost of the activity in the *Estimated Costs* column. This column can be used in preparing your station's annual budget. Once the training is completed, write the date in the *Date Completed* column.

### Methods of training:

**OJT:** On the job training. This can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

**Details:** Temporary assignments to another location and/or position to gain specific knowledge and/or experience.

**Courses:** Formal training courses are available from the National Conservation Training Center (NCTC) at <http://training.fws.gov> , local colleges, the Graduate School – USDA at <http://www.grad.usda.gov> , and commercial vendors.

**Satellite Broadcasts:** A variety of topics are available from the Conservation Training Network (CTN) through NCTC, <http://distancelearning.fws.gov> .

**Computer Based Learning:** Software packages are available from NCTC and many other sources.

**Web Based Learning:** On-line training is available from NCTC, DOI University at <http://www.doi.gov/training> , and OPM's website at <http://www.golearn.gov> .

**Correspondence Courses:** Courses are available from NCTC, The Graduate School - USDA, and many other sources.

**3. Discuss the Development Plan with your Employee**

Discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

**4. Review and Modifications**

This plan should be reviewed at each performance review and modified as situations or needs change