



FEDRECRUIT

STRATEGIC HUMAN RESOURCES ADVISOR: IDP OVERVIEW AND INSTRUCTIONS

IDP TEMPLATE OVERVIEW

INTRODUCTION

The Individual Development Plan (IDP) template can be used to identify, prepare for and document the activities necessary for an employee's growth or transition into the role of a Strategic Human Resources (HR) Advisor. The employee and the immediate supervisor will draft the plan together for the benefit of both the employee and the organization.

The IDP is one of many tools that can be used as part of the career planning process. Each IDP can be uniquely tailored to meet the needs of the individual and the organization. The completion of this IDP will require an investment of time and energy on the part of the employee and the supervisor. The process emphasizes discussion and joint decision-making on specific experiences deemed necessary for the development of competencies that characterize successful Strategic HR Advisors.

BENEFITS

The IDP allows employees to take the lead role in planning their careers, while providing supervisors with the opportunity to guide the employee's development in such a way that fulfills the organization's strategic needs. This, in turn, promotes employee retention, morale and commitment to the organization, and creates a culture of continuous learning that benefits the employee and the organization. The IDP also assists in forecasting employee training costs.

DEVELOPMENT DISCUSSION

The preparation of an IDP is the foundation of a career partnership between supervisors and employees. Employees should, of course, ask questions throughout the process. However, once the IDP is filled out, a more formal development discussion should occur. The objective of the development discussion is to gain support for a plan of action, modify the IDP as necessary, and obtain the signatures of the supervisor and HR liaison.

EMPLOYEE ROLES AND RESPONSIBILITIES

The employee is responsible for initiating the IDP process. This includes drafting the initial plan, arranging meetings to consult with the supervisor and HR specialist, and taking full responsibility for follow-up regarding developmental activities. There are built-in check points within the template to help employees keep their supervisors apprised of their progress and to make changes to the plan as necessary.

SUPERVISOR ROLES AND RESPONSIBILITIES

The supervisor is in an excellent position to support employee development. Supervisors play a key role in assessing gaps between mission requirements and actual workforce capabilities. They are responsible for assisting with the development of an IDP by specifying, in detail, the knowledge and skills needed for various positions. In part, this involves meeting with employees on a regular basis to discuss their progress and to recommend changes to the IDP as necessary.

DEVELOPMENTAL ACTIVITIES

Each agency will have different policies and resources available to support employee development. The Developmental Activities List, a supplement to the IDP, recommends various options to assist employees grow in the areas outlined in their plans including:

- ★ Academic coursework at local colleges and universities;
- ★ Professional conferences;
- ★ Rotational assignments;
- ★ External trainings;
- ★ Internal trainings;
- ★ Participation in task forces or working groups; and
- ★ Special projects.

RETURN ON INVESTMENT

At the conclusion of each developmental activity, the employee should outline what she or he learned and identify ways in which her or his new knowledge or skills can be used to contribute to the organization.

IDP TEMPLATE INSTRUCTIONS

DEMOGRAPHIC INFORMATION

Fill out the demographic information in order to personalize the plan.

MISSION, GOALS AND EXPECTATIONS

An organization's success requires that the goals and expectations of its employees support its mission. This section will help to clarify and align your short- and long-term objectives with your department's and unit's goals, as well as your organization's overall mission.

DEVELOPMENT PLAN: PROFESSIONAL GROWTH

Select the top five competencies needed to become a Strategic HR Advisor on which you and your supervisor agreed to focus your IDP.

These competencies include:

- ★ Strategic Thinking
- ★ Technical Competence
- ★ Organizational Awareness
- ★ Influencing/Negotiating
- ★ External Awareness
- ★ Interpersonal Skills

- ★ Analysis
- ★ Customer Service
- ★ Critical Thinking

- ★ Partnering
- ★ Problem Solving
- ★ Project Management

For each competency, please identify:

- ★ Your current level of mastery (with 1 being the lowest and 4 being the highest);
- ★ Your desired level of mastery (with 1 being the lowest and 4 being the highest);
- ★ Developmental activities that will enable you to achieve your desired level of mastery;
- ★ The length of time necessary to complete each activity and its corresponding cost; and
- ★ A brief description of the activity.

DEVELOPMENT PLAN: CAREER GOALS

Identify up to three short- and long-term career goals. For each objective, specify:

- ★ Whether it is a short-term goal (achievable within one year) or a long-term goal (achievable within five years);
- ★ Developmental activities that will enable you to achieve the goal;
- ★ The length of time necessary to complete each activity and its corresponding cost; and
- ★ A brief description of the activity.

REVIEW AND SIGNATURE PERIODS

You and your supervisor should sign and date the IDP once it has been completely filled out. You should also take the time to schedule mid-year and end-of-year check-ins with your supervisor during which you can both discuss your progress.