



Rensselaer

2007

Professional Development

2007 Schedule of Programs at Rensselaer Polytechnic Institute

employer
of choice



INDIVIDUAL DEVELOPMENT PROGRAM

Individual Development Plan

It is a tool cooperatively developed between a supervisor and an employee, in which development needs of the employee are forecasted and scheduled in order to enhance the employee's competencies.

The IDPs are a useful tool for employee development because they provide:

- Logical and structured framework for assessing the needs of both the individual and the organization.
- Merger of individual goals with organizational needs.
- Methods for organizing developmental experiences instead of haphazardly committing both time and money on what may or may not be useful experiences.

IDPs help the employee and supervisor identify developmental needs that address essential competencies, legal requirements, career development, and professional growth.

It allows the employee and supervisor to focus limited resources in the area of greatest need.

The process may also help an employee identify areas of growth outside the job that are important to that individual.

Individual Development Process

Determine your objective

- ⊙ Identify competencies you need to acquire to enable you to perform your current duties
- ⊙ Plan your future career development

Collect all relevant materials

Your current performance management tool (job description).

Conduct competency assessment

What is your level in each competency?

- ⇒ Proficient
- ⇒ Development Necessary

List developmental activities

Identify developmental opportunities that will help you attain or enhance the competencies identified.

Prioritize developmental activities

Set target dates and make any necessary contacts to set up your activities.

Implement development plan

Initiate, register, and/or attend development programs.

Evaluate your experiences

Assess whether the activities you have completed met your needs -- have you attained the competency?

Track achievement of competencies

Use your Performance Management Tool (PMT) to track achievement of competencies.



Getting Started

Resources You Need to Create an Individual Development Plan

- ⊙ Performance Management Tool (PMT) appraisal; and
- ⊙ Professional Development Program catalog of courses, workshops, and seminars.

Determine what you want to get out of the Individual Development Planning process

Do you want to - -

- Assess your current level of competency relative to your present job?
- Determine what you need to do to move to the next level of competency?
- Plan for a future career goal?

Regardless of your goal, it may be helpful to begin by assessing your current competencies using your recent Performance Management appraisal.

Discuss all competencies related to your job with your supervisor

- With your supervisor, determine your current level of performance of each competency and make a list of developmental activities that will expand your knowledge, skills, and ability in each targeted competency.
- List competency areas in which you need to gain new skills or increase your proficiency. The most appropriate type of development activity will depend upon factors (e.g., type of skill to be developed).

After developmental activities have been identified the next step is to prioritize them and to identify a target date.

- Make sure that you clarify with your supervisor which development activities the organization will support.
- Once you have completed your IDP, your supervisor will make an effort to provide you with the opportunities you need to carry out the Plan. ***You should recognize that the IDP process is a tool, not a formal agreement or guarantee.***

What are the Benefits of Creating an IDP?

- ★ Helps staff plan for future career development
- ★ Increases staff's level of commitment to their professional growth
- ★ Helps supervisors and managers forecast development costs and needs