<div align="center">**Your Guide to Individual Development Planning**</div>

Introduction

A commitment to continuously learning and developing knowledge and skills that are valued by the University opens the door to career options and makes you a more valuable employee. Ultimately, the responsibility for your professional development lies with you but the support of your manager or a mentor can foster the process. This guide explains your role in creating and directing your professional development and provides you with the tools to create and launch your Individual Development Plan.

The Individual Development Plan (IDP) is a tool to organize and target your professional and personal development. Its primary purpose is to help you reach short- and long-term career goals, as well as strengthen current job performance by providing a structured approach. IDP's demonstrate intentional learning that is aligned with specific competencies, such as the UC Core Competencies, or with the mission, goals and objectives of an organization. With goal setting at its heart, a professional development plan organizes your ideas into a cohesive plan with defined timeframes and expected results. The UC San Diego IDP form is structured in such a way that will prompt you to identify learning activities that are experiential, social and classroom focused so that your development is well-rounded.

The Individual Development Planning Process

The individual development planning process is directed by you, in partnership with your manager, to enhance your professional growth. Two of the most common uses of the IDP are to help you advance in your career, or develop an increased level of competency in your current position. The annual performance appraisal meeting is typically the time when employees and their supervisors discuss IDP's but they can be created at any time and should be reviewed and updated often.

 The steps in the IDP planning process are:

<div align="center">Identify – Assess – Plan – Act - Evaluate</div>

Identify

The first step in the IDP process is to have a clear picture of your career goals. This process is called career planning and it involves self-reflection and career exploration that helps you identify the career that will bring you the most job satisfaction. Once you've identified your career interest, you'll be able to identify the related knowledge, skills, and competencies you need to develop in order to reach your career goal. The Career Connection program, offered through Equal Opportunity/Staff Affirmative Action, provides a comprehensive suite of workshops that lead you through this process. http://blink.ucsd.edu/HR/training/career/CC/index.html   UC San Diego also makes available to all staff a free online assessment tool called SkillScan/Career Driver which provides a skill assessment to help you identify skill strengths and development opportunities. http://www.skillscan.com

Assess

Once you've identified the knowledge, skills, and competencies required of your career goal, you'll need to assess your current competency in those areas. Again, the SkillScan/Career Driver online assessment tool can help. http://www.skillscan.com You may also want to review past performance appraisals and feedback you've received from your supervisor or others. Don't forget that skill strengths can also continue to be developed.

Plan

The next step is to create the Individual Development Plan. The *Completing the IDP* section of this Guide provides the step-by-step process for creating the IDP. Once you've created your plan, you need to share it with your supervisor or a mentor. You should lead the conversation about your development goals but the plan should be mutually agreed upon by you and your supervisor or mentor. If you need help planning the conversation with your manager, contact Staff Education and Development, staffeducation@ucsd.edu, for guidance.

Act

Once the plan is in place, it is time to get busy completing the learning activities by the deadlines you've identified. Individual development often involves changing behaviors in addition to learning new ones. Research suggests that desired change is more likely to be successful when:

- *The desired competency is specifically defined*
- *There is a commitment and motivation to the behavior change*
- *An action plan is shared with others (sharing your IDP with your supervisor or mentor)*
- *An analysis is made of the reason for potential lack of success*
- *Other people support your behavior change*
- *The behavioral outcomes are visible and can be measured*

Use your calendar to highlight deadlines and schedule time with yourself each week to carrying out the learning activities in your plan. A minimum of 30 minutes a week is recommended. Address barriers as they arise and make adjustments to the plan as necessary.

Evaluate

Finally, you need to receive feedback on your progress and evaluate your success in meeting your development milestones. Set follow-up meetings with your manager or mentor. The duration and frequency will depend on specific needs but as a general guideline, a 30 minute meetings every 3 months is recommended.

Completing the Individual Development Plan

Once you have identified your career or professional goals and assessed your skills and knowledge on the related competencies required to meet the goal, you are ready to create your individual development plan.

Step One – IDP Worksheet Part One

Research shows that you increase your likelihood of obtaining a goal if you write it down and if it is written in a specific format. Part One of the IDP worksheet provides you with a structure for documenting your career or professional goal and your developmental goals. Write your developmental goals in the SMART style – Specific-Measurable-Attainable-Relevant-Timebound.

A developmental goal should have at least 2 – 3 developmental activities that you are able to complete in about 12 months. Start small, perhaps with just one developmental goal, to insure that you are successful in completing all your selected developmental activities.

Step Two – IDP Worksheet Part Two

This worksheet helps you structure the development activities that will build the skill, knowledge or competencies you have identified in our developmental goal. Research indicates that most learning in the workplace occurs on the job, not in the classroom, so resist the urge to devote 100% of your development to classroom or online learning. An effective IDP includes development activities that include learning by doing, learning from others, and classes, e-learning and readings. Staff Education and Development has resources to assist you in finding on-the –job development activities. Affirmative Action/Equal Employment Opportunity has programs that can connect you with mentors and internships.

Step Three – UC San Diego IDP

Complete the IDP by transferring the information from Part One and Two of the IDP Worksheets as appropriate.   Add the following information:

Outcomes/Results: In detail describe what the successful completion of the developmental activity looks like. How will you know when the learning you have identified has been accomplished?

Support: Sharing goals with another person increases your likelihood of accomplishing the goal. Share your IDP with someone that can support you in your efforts by checking-in with you on a regular basis and providing you with feedback. Your supervisor is typically your best source of support but a mentor or coach can serve in the role as well.

Target Dates: This is a key part of the SMART goal style. Set reasonable target dates for completion of developmental activities so that you do not become unmotivated or overwhelmed. Start small and enjoy small successes.

Status: Use this area of the IDP to note completion of activities or identify potential barriers to completion that should be discussed with the individual supporting you with your IDP.

Record the date you discussed the plan with your supervisor, mentor or coach and set a date for a follow-up meeting. It is important to refresh your IDP often as goals change or new skill opportunities present themselves.

Should you need assistance in completing the UC San Diego IDP, please contact Staff Education and Development at staffeducation@ucsd.edu.

UC San Diego Individual Development Plan Worksheet – Part One
Complete Part One and Two of the UC San Diego IDP Worksheet and then summarize the information in the UC San Diego IDP form.

Name:	Payroll Title:	Date:

Purpose for the IDP	Experience
___ New to Role	Number of years at UC:
___ Increase Competency in Current Role	Number of years in current role:
___ Change Role	Number of years doing current type of work:
___ Other, please describe:	

Career/Professional Goals
State your desired career or professional goal. It is not necessary to have a goal for each timeframe.

Immediate:

Short-term (1-2 years)

Long-term (3-5 years)

How will these goals meet the business needs of your division or unit?

If interested in a new role, list 2-3 potential next positions:

Development Goals
Based on your research of the required skills, knowledge, and competencies required for the career/professional goal indicated above, state your development goals in the SMART style.

Development Goal One:

Development Goal Two:

UC San Diego Individual Development Plan Worksheet – Part Two

Research indicates that most learning in the workplace occurs on the job, not in the classroom, so resist the urge to devote 100% of your development to classroom or online learning. An effective IDP includes development activities that include learning by doing, learning from others, and classes and e-learning. Staff Education and Development has resources to assist you in finding on-the –job development activities. Equal Opportunity/Staff Affirmative Action has programs that can connect you with mentors and internships.

Developmental Goal Number:		Skill, Knowledge, Competency to be Developed:	
Type	**Development Activity**	**Description**	**Resources**
Learning by Doing: On-the-Job Development			
Learning from Others			
Classes, E-learning, Education, Readings			

UC San Diego Individual Development Plan

Using the information you have provided in Part One and Two of the IDP Worksheet, complete the individual development plan. Remember to start small by selecting one, or at the most, two areas to develop and no more than two to three development activities for each area.

Name:			Current Position:		
1. State your development goal using the SMART style. (From IDP Worksheet Part One)					
2. Select the skill, knowledge or competency to be developed. (From IDP Worksheet Part Two)					
Development Activities List 2-3 learning activities (From IDP Worksheet Part Two)	**Outcomes/Results** State what the successful completion of the development activities looks like	**Support** List those that will support you with your development activities Who else will be involved?	**Target Dates** State when each development activity will be completed or major milestones	**Status** Note completion, potential road blocks and strategies
Date discussed with supervisor or mentor:			**Date of follow-up meeting:** (at least once every three months)	

UC San Diego Individual Development Plan Worksheet – Part Two SAMPLE

Research indicates that the most learning in the workplace occurs on the job, not in the classroom so resist the urge to devote 100% of your development to classroom or online learning. An effective IDP includes development activities that include learning by doing, learning from others, and classes and e-learning. Staff Education and Development has resources to assist you in finding on-the –job activities that will help you develop the desired knowledge, skills, and competencies. Contact Staff Education and Development at staffeducation@ucsd.edu to arrange a consultation. Equal Opportunity/Staff Affirmative Action has programs that can connect you with mentors and internships.

Type	Development Action	Description	Resources
Learning by Doing: On-the-Job Development	Complete a Special Project	Complete a stretch assignment of special project to broaden skills	Work with your supervisor to identify assignments
	Join a Committee or Workgroup	Enhance your networks and develop leadership skills while making a positive impact on the campus.	UCSD Staff Association
	Complete an Internship	AA/EEO offers an internship program that can provide you with exposure to different working environments, tasks, and networks	AA/EEO
Learning from Others	Take a 360-degree feedback instrument	A 360-degree feedback instrument provides you with valuable information about how your behaviors are perceived by customers, direct reports, peers, and manager.	Contact Staff Education and Development
	Find a mentor, coach, subject matter expert or role model	Consult with a specialist to discuss and enhance specific work-related knowledge and broaden your perspective	Select a person or contact the appropriate professional organization. Use the employee directory.
	Receive cross-training	Learn a job that is different from yours through cross-training	Work with your supervisor
	Job Shadow	Observe the day-to-day work of another employee	
Classes, E-learning, Education, Readings	Training classes and programs, formal education	Attend classes, programs, professional conferences to develop new skills and networks	UC Learning Center Staff Education and Development
	Readings	Stay current in your field or learn from experts through subscriptions and books	Skillsoft Books 24/7 Professional journals
	Online training/e-learning	Just-in-time learning, when it is convenient for your	UC Learning Center Skillsoft Virtual Instructor

Resources for 70:20:10 Development Activities *(for IDP Individual Development Plan Worksheet - Part Two)*

"Career Architect Development Planner," by Michael M. Lombardo and Robert W. Eichinger

A "big book" with hundreds of suggestions for 70:20:10 activities
- Learning by Doing
- Learning from Others
- Classes, E-Learning, Education, Readings

by career path/type

can be accessed at:
Staff Education and Development
(858) 534-4890
staffeducation@ucsd.edu
Torrey Pines Center- South, Suite 265A

Career Development Workshops from Career Connection - *a certificate of completion will be issued after atte*nding 4 of the 6 core workshops. A complete list of Career Connection workshops can be found on the UC Learning Center (search "Career Connection") or on the Career Connection Blink Page *blink.ucsd.edu/go/careerconnection* (PDF).

Tools For Success
(Core workshop)

1. Career Connection workshops
2. Services
3. Resources
4. Financial incentives

Goal Setting
(Core workshop)

1. Goal - work
2. Goal - community
3. Goal - personal
4. Goal - educational

Career Planning
(Core workshop)

1. Work values
2. Personal values
3. Introduction to skill identification
4. Decision making

Resume & Application Tips
(Core workshop)

1. Follow-up job search
2. Online resume and cover letter
3. Using the applicant toolkit

Assessing Your Transferable Skills
(Core workshop)

1. Proficiency skills
2. Career development skills
3. Burn out zone

Job Interviewing Skills

1. Informational interview
2. Knowing the job
3. Interview questions
4. Follow-up

Personalizing Your Career Path
(Core workshop)

1. Work type
2. Personality type
3. Supervisory/co-worker types
4. Organizational climate

Networking Tips

1. Join a staff association
2. Volunteer for a project
3. Internship opportunities
4. Mentorship matching