Individual development plan

What is an individual development plan

Individual development plans (IDP) are based on a competency model.

An individual development plan (IDP) is a set of training and development measures (DM) that contribute to improving competence and professional growth.

The IDP model is formed as follows:

Competence 1;

- Indicator 1.1 - Scale, target level
  - Developmental activity 1.1 for Indicator 1.1
  - Developmental activity 1.2 for Indicator 1.1
- Indicator 1.2 - Scale, target level
  - Developmental activity 1.1 for Indicator 1.2
  - Developmental activity 1.2 for Indicator 1.2
  - Developmental activity 1.3 for Indicator 1.2

A competency can have any number of indicators, indicators can have any number of development activities

Each employee has their own individual IDP.

The roles in the module are as follows:

- Employee - the employee for whom the IDP is being created. Can enter the status for development activities.
- Manager - the employee's manager. Creates the IDP, monitors its implementation.
- Mentor - the employee's mentor. Creates the IDP, monitors its implementation.
- Application moderator - can perform any actions.

General scenario for the implementation of the IDP module

A) In "Settings - IDP", the parameters for creating an IDP are set - who can create it.

B) An IDP is created for a specific employee:

- The name is entered;
- The following are selected: the employee for whom the IDP is being created, the immediate manager and the mentor (if necessary);
- Files are added (if necessary);
- Text comments are added (if necessary);
- Competencies that need to be developed are selected;
- Development activities are added to each indicator.

At the same time

- Competencies are selected from the approved ones;
- Each competency has its own set of manifestation indicators;
- Development events (DE) are formed for each indicator;
- As a development event, you can select an available one from the list or add a course from the catalog.

C) After the IDP is created, it is sent for approval. After approval, it is published and appears in the employee's personal account.

D) Next, the employee begins implementing the IDP and records the statuses of development activities. The mentor and manager see these changes in their personal account.

Creation of the IDP

An IDP can be created by:

- a moderator from the Moderator's personal account;
- an employee for himself from his personal account;
- a manager or mentor for an employee from his personal account.