Employee Development Plan

An EDP (Employee Development Plan) is a flexible, working action plan designed to guide an employee’s development. It focuses on enhancing competencies, knowledge and skills and helps employees to be effective in their current role as well as future positions.

The vast majority of people do not have set goals and of those who do, very few take the time to right their goals down. An EDP will increase the likelihood of action being taken towards your goals.
Benefits of Completing an EDP

When was the last time you sat down and assessed where you are professionally and where you want to be? EDPs can be used to plan your training and employment related developmental learning experiences such as rotational assignments, special projects, job-sharing activities, internal training courses, and external training courses. An EDP can change from year to year. Its primary purpose is to help:

• Assess your particular strengths,
• Set reasonable goals,
• Provide you an outline of activities needed to move you towards the full performance level of your current position, and;
• Provide a framework for development for a future position.

A Partnership between Employee and Supervisor

Employee Development Planning is a partnership, a joint effort, led by the employee and supported by the supervisor. This process is a chance for your supervisor to find out about your goals and how you see yourself in the organization. Your supervisor will provide you feedback on your strengths and areas of improvement and goals. Additionally your supervisor is there for support, breaking down barriers and to connect you with people who can help. An employee’s supervisor is a key partner in the development and successful implementation of an employee’s EDP.

EDPs are Not:

Fixed in Stone — provided you and your supervisor agree, you can go back and change your goals and activities to reflect changes in your current position or future aspirations.

Performance Appraisals — a performance appraisal looks back on past performance. An EDP is an action plan that looks forward.

Promises — if conditions change (e.g. time, deadlines, and availability of training and budget changes) you and your manager can develop a Plan B to pursue your goals.
Process for Completing EDP

① Identify Your Professional Goals

Think about where you want to be professionally 1 to 2 years and 3 to 5 years from now. Do you want to be in a different type of position completely? Do you want to move to the next grade level or position? Get a copy of that job description and determine the differences between that and your current position.

- What do I value?
- How satisfied am I in my current role?
- How well does my job meet my needs?
- If I wanted to make a change, what would it be?
- What opportunities exist in your current role that will help you develop and grow?
- What do you want to learn...prepare for?

② Determine Your Strengths and Development Opportunities

Conduct a self-assessment to determine current skills, interests, and values. Be honest with yourself about your current skills and future aspirations.

- What are your strengths?
- What are your passions, what do you love doing?
- What are your areas to improve, or new areas to learn?
- Review your last performance appraisal and current job description.

③ Draft Your EDP Goals and Action Plan

Goal setting is the foundation of the EDP. Developing clear and measurable long-term and short-term goals is critical to identifying appropriate developmental objectives and activities.

Effective’s goals are SMART goals

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<thead>
<tr>
<th>S.M.A.R.T.</th>
<th>Questions...</th>
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<tbody>
<tr>
<td>Specific</td>
<td>Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.</td>
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<tr>
<td>Measurable</td>
<td>How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome?</td>
</tr>
<tr>
<td>Attainable</td>
<td>Is achieving your goal dependent on anyone else? Can you quantify or put numbers to your outcome?</td>
</tr>
<tr>
<td>Relevant</td>
<td>Is it possible to reframe your goal so it only depends on you and not others? What factors may prevent you from accomplishing your goal?</td>
</tr>
<tr>
<td>Time-bound</td>
<td>Why is achieving this goal important to you? What values in your life does this goal reflect? What effect will achieving your goal have on your life or on others?</td>
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When will you reach your goal? Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.
Developmental objectives are the areas that you choose to improve. Understanding the knowledge, skills, and abilities (KSAs) of your job or the job that you aspire to is the first step to identifying your developmental objectives.

What are KSAs? KSAs are series of elements an employee needs to have to perform a task or position:

**Knowledge:** A body of information required to complete a task or demonstrate a concept. (Ex. GAAP.)

**Skills:** A physical and observable activity used to complete a task. (Ex. Writing, presenting, oral communication, analyzing a problem.)

**Abilities:** The power to use skills to develop a specific product within the context of a position. (Ex. Ability to draft comprehensive analyses of regulatory issues confronting the inspection process in a timely manner.)

 RoutedEventArgs

In this meeting, your task is to share with your supervisor your current EDP draft which includes short and long term goals, developmental objectives you plan to address.

The supervisor task is to:

- Listen and provide feedback on your goals and development objectives.
- Discuss any discrepancy between your developmental objectives and improvement areas the supervisor identifies.

Once both parties are clear about the goals and developmental objectives, you and your supervisor can discuss and brainstorm activities that can address your developmental objectives. This is the time to get suggestions from your supervisor on possible job shadowing, job developmental activities (e.g. ad hoc work group assignments); trainings, and other developmental opportunities.

The output from the discussion is a refined EDP with goals and activities spelled out that will allow the employee to grow in directions of interest, while contributing to the needs of the organization. Together, the employee and supervisor create a plan the employee can act on and the supervisor can support.
Act on the Plan

Once you and your supervisor have agreed on a final draft update your plan on Halogen. Make sure to add activities and deadlines to your calendar. Schedule periodical meetings with your supervisor in order to track your progress.

EDP Sample

Employee Name:       Supervisor Name:
Current Position:     Department:
Date of EDP:

Career Objectives

What are your career objectives over the coming year?

What are your long-term career objectives?

What strengths do you bring to your job? List key strengths (skills, abilities, and or competencies)

What skills/knowledge/behaviors do you need to develop to maximize your success? List skills, abilities, and/or competencies requiring development
What steps the employee will take and how the manager will support and help the employee in executing the plan

**Development Objective**

Example: Improve quantitative skills and business acumen

**Competency Being**

Business Acumen

**Develop**

**Action Steps**

- a) Identify rotation opportunity in the finance function
- b) Enroll in university training classes on business statistics

**Organizational/Manager Support**

Network employee with peers in positions with quantitative skills

**Success Measures**

- a) Completion of rotation in finance function
- b) Manager feedback on quantitative ability

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Add New Development Objective

**Employee’s Comments**


**Supervisor’s Comments**