



## Individual Development Plan

Full Name	Current Position	Organization	Pay Band (Grade)
Ron James (RJ)	Airways Transportation System Specialist (2101 Technician)	Technical Operations	I Band
<b>Short-Term Career Goals (One to Two Years)</b>			
Promotion to J Band as Systems Support Center Manager			
<b>Long-Term Career Goals (Three to Five Years)</b>			
Promotion to K Band as Technical Operations Manager (TOM)			
<b>Strengths (Determined by self-reflection, feedback from others, assessments, and evaluations...)</b>			
<ul style="list-style-type: none"> <li>Technical Knowledge and Skills – Knowledge of National Air Space operations and safety protocol. Skill in maintaining and repairing equipment</li> <li>Communicating Effectively (Oral Communication) – Active listening and clear and concise oral communication</li> <li>Building Alliances – Establishing strong and effective working relationships with my peers and managers</li> </ul>			
<b>Development Areas (Determined by self-reflection, feedback from others, assessments, and evaluations...)</b>			
<ul style="list-style-type: none"> <li>Communicating Effectively (Written and Non-Verbal Communication) — Write clear, concise, and meaningful memos, e-mails, reports, and briefings tailored to the audience's needs. Prepare effective application packages for job openings. Increase understanding of non-verbal elements of communication.</li> <li>Developing Others – Identify current and future development needs. Support others in their career development by sharing knowledge and expertise.</li> <li>Focusing on the Mission – Improve knowledge of organizational mission and structure, programs, and processes, organizational goals and priorities and how to connect the dots (between mission and specific activities, initiatives or strategies). Improve ability to explain the mission and achievements around it to others).</li> </ul>			
<b>Employee Signature</b>			<b>Date</b>
<b>Manager Name</b>		<b>Manager Signature</b>	<b>Date</b>
Michelle Manager			

<b>Competency 1</b>		<i>Written Communication</i>		
<b>Goal 1</b>		<i>Improve my writing skills so that I can write clear and concise e-mails and reports that address the needs of the audience.</i>		
<b>Success Measure(s)</b>		<i>I will inform my managers and peers that I am working on improving my writing skills and will ask them for feedback. In six months, I will ask them if they have seen a significant improvement in the clarity and conciseness of my writing.</i>		
<b>Activity 1</b>	<i>Description</i>	<i>Read the following books:</i> <ul style="list-style-type: none"> <li>• <i>Chapter 22, "Writing Effectively" in the Successful Manager's Handbook</i></li> <li>• <i>Professional Writing: The Complete Guide for Business, Industry, and IT by Sky Marsen</i></li> <li>• <i>The Language of Success: Business Writing that Informs, Persuades, and Gets Results by Tom Sant</i></li> </ul>		
	<i>Expected Outcome</i>	<i>Acquire the knowledge of what effective writing looks like and the principles of good writing</i>		
	<i>Resources or Support Needed</i>	<i>Peer support - As I read the books, I will talk to a peer about my key learnings</i>		
	<i>Target Completion Date</i>	<i>8/15/18</i>	<i>Actual Completion Date</i>	
	<i>Potential Barriers or Risks</i>	<i>Time for reading and discussing with a peer</i>		
	<i>Approach to Overcoming Barriers or Managing Risks</i>	<i>I will read on the train on my commute to and from work and will talk with peers weekly over lunch over the next two months.</i>		
<b>Activity 2</b>	<i>Description</i>	<i>Apply what I have learned from reading to the e-mails and reports I write on the job. At least once each week, ask a peer or my manager to read my writing and give me feedback. Revise my writing based on the feedback and give it to my manager for review.</i>		
	<i>Expected Outcome</i>	<i>My e-mails and reports will be more concise, informative, and clear.</i>		
	<i>Resources or Support Needed</i>	<i>Feedback from my peers and manager</i>		
	<i>Target Completion Date</i>	<i>9/15/18</i>	<i>Actual Completion Date</i>	
	<i>Potential Barriers or Risks</i>	<i>Peers or managers may not be willing to provide feedback due to lack of time.</i>		
	<i>Approach to Overcoming Barriers or Managing Risks</i>	<i>I will offer to provide service to my peers and manager in exchange for the time they invest in giving me feedback.</i>		

<b>Activity 3</b>	Description	Write the next two SSC quarterly reports for my manager to apply my learning in improved writing skills.		
	Expected Outcome	My manager will accept the reports I write after making only minor changes.		
	Resources or Support Needed	Information from my manager about desired report content and format.		
	Target Completion Date	9/18/18	Actual Completion Date	
	Potential Barriers or Risks	None – my manager has agreed to allow me work time to prepare the reports.		
	Approach to Overcoming Barriers or Managing Risks	None		
<b>Competency 1</b>		Written Communication		
<b>Goal 2</b>		Prepare an excellent job application package including a resume and narratives that will qualify me for an interview.		
<b>Success Measure(s)</b>		My application for an SSC Manager is among the best-qualified selection category and I receive a request for interview.		
<b>Activity 1</b>	Description	Participate in a workshop on preparing resumes and narratives for the Leadership and Managerial Dimensions portion of job applications. Review well-written resumes and narratives prepared by colleagues.		
	Expected Outcome	Learn the basics of writing resumes and narrative examples of my experiences that demonstrate the four Leadership and Managerial Dimensions. Learn about effective resume writing from examples of well-written resumes.		
	Resources or Support Needed	Manager's permission to attend the workshop Colleagues who are willing to share their resumes and narratives		
	Target Completion Date	9/30/18	Actual Completion Date	
	Potential Barriers or Risks	None. My manager has encouraged me to participate in the workshop. Employ Development offers several resume writing sessions. Therefore, if I miss one, I can go to another. If my colleagues do not share their resumes and narratives, I can find examples online and in books.		
	Approach to Overcoming Barriers or Managing Risks	Not applicable		

Quarter 1, 2, 3, 4 (on separate or individual pages)			
Employee		Manager	
I have discussed this plan with my manager. I agree to complete activities aligned to my goals and provide periodic progress updates to my manager.		I have discussed this plan with my employee. I agree to provide support and resources and to periodically review employee's progress toward achieving goals.	
Participant Signature	Date	Manager Signature	Date
In the remarks section below, add comments, questions, or concerns you may have on progress toward targeted goals:			
Employee Remarks		Manager Remarks	