



Individual Development Plan

Full Name	Current Position	Organization	Pay Band (Grade)
Ron James	Ops Sup	Air Traffic Services	J Band
Short-Term Career Goals (One to Three Years)			
<p>Promotion to K Band OM: Improve leadership skills, including ability to lead, guide, or “serve” others while improving production or increasing quality of work performed. Also, inspire commitment, and provide resources that enable others to enhance the efficiency of the NAS.</p>			
Long-Term Career Goals (Three to Five Years)			
<p>Promotion to L Band ATM: Improve organizational savvy by obtaining greater knowledge of the overall agency, including individuals, teams, and functions and the ability to react appropriately to those factors (i.e., recognize how Air Traffic Services interacts with other disciplines throughout the agency). Focus on the mission in terms of making it clear and actionable for others. Also, improve my ability to connect the dots between the mission and specific activities, initiatives or strategies, and other FAA organizations.</p>			
Strengths (Determined by self-reflection, feedback from others, assessments, and evaluations...)			
<ul style="list-style-type: none"> • Comprehensive technical knowledge on a wide range of procedural, financial, and managerial issues • Flexible • Critical thinker • Accountable 			
Development Areas (Determined by self-reflection, feedback from others, assessments, and evaluations...)			
<p>Soft skills:</p> <ul style="list-style-type: none"> • Organizational savvy – Gaining greater knowledge about organizations and individual functions outside the ATO, including national program offices, Tech Ops District managers, Engineering and Technical Services management Airports, Flight Standards, NextGen, and contractors • Adaptive Leadership -- Recognizing the difference between technical problems and adaptive challenges and the distinction between leadership and authority • Developing self and others -- Identifying the developmental needs of myself and others and obtaining or providing support. 			
Employee Signature			Date
Ron James			XX/XX/XXXX
Manager Name		Manager Signature	Date
Michelle Manager			XX/XX/XXXX

Competency 1		Leadership Skills (influencing, inspiring commitment, providing necessary support and resources to others to achieve FAA's mission)		
Goal 1		Develop necessary competencies to perform effectively as an OM.		
Success Measure(s)		Receive opportunities to develop skills that will allow me to successfully compete for Operations Manager position.		
Activity 1	Description	Serve as the lead expert for national airspace requirements on a large scale project, guide others, and inspire commitment from team members.		
	Expected Outcome	Successfully manage and communicate requirements for establishing and sustaining all NAS facilities, assignments, milestones, and deadlines to the team members.		
	Resources or Support Needed	Manager approval, time.		
	Target Completion Date	02/29/2016	Actual Completion Date	06/29/2016
	Potential Barriers or Risks	Human resources unavailable to backfill for my position.		
	Approach to Overcoming Barriers or Managing Risks	Obtain approval to perform my position along with the extra project. Find out if parts of my primary role can be taken on by another team member.		
Activity 2	Description	Attend new manager's course with curriculum that covers "manager as coach" skills.		
	Expected Outcome	Increase productiveness of team members using effective coaching and counseling techniques.		
	Resources or Support Needed	\$3,000 to attend Graduate School Course and approval of manager		
	Target Completion Date	10/01/2015	Actual Completion Date	09/30/2016
	Potential Barriers or Risks	More senior employees may not be receptive to feedback.		
	Approach to Overcoming Barriers or Managing Risks	Identify ways to give feedback that allows the recipient to figure out the solution to a challenge, when appropriate.		
Activity 3	Description	Effectively communicate information to ensure others are informed when they need information. Provide opportunities to share and learn from others.		
	Expected Outcome	Communicate specialized experience and comprehensive technical knowledge in a way that leverages the work of team members.		
	Resources or Support Needed	Receive approval from my manager and receiving organization to act in a FLM detail position for 60 days.		
	Target Completion Date	10/1/2015	Actual Completion Date	09/30/2016
	Potential Barriers or Risks	Individuals at lower or higher levels may not be receptive to advice.		
	Approach to Overcoming Barriers or Managing Risks	Facilitate an informal focus group to determine ways to overcome communication barriers. Seek advice individuals at all levels.		

Quarterly Progress Review			
Quarter 1			
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	

Quarter 2			
Employee		Manager	
I have discussed this plan with my manager. I agree to complete activities aligned to my goals and to provide progress updates to my manager		I have discussed this plan with my employee. I agree to provide support and resources and to 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	

Quarter 3			
Employee		Manager	
I have discussed this plan with my manager. I agree to complete activities aligned to my goals and to provide progress updates to my manager.		I have discussed this plan with my employee. I agree to provide support and resources and to 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	

Quarter 4			
Employee		Manager	
I have discussed this plan with my manager. I agree to complete activities aligned to my goals and to provide progress updates to my manager.		I have discussed this plan with my employee. I agree to provide support and resources and to 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.			
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