**Development of Individual Development Plans**

 In order to ensure that the development of employees in the Department reflects the applicable performance goals of both the individual and the office, supervisors are encouraged to approve an IDP for each employee under his or her supervision. An IDP should focus on both short-term performance goals and the longer-term needs of the employee and the organization. Activities should reflect the full range of learning opportunities such as, but not limited to, shadow assignments, professional coaching, structured on-the-job training, formal classroom training, and e-learning.

A. Timing. Supervisors should engage in a developmental needs discussion with each of their employees in conjunction with the annual performance plan. This discussion should take place within 60 days of the establishment or renewal of performance standards and during progress reviews.

B. Training and Development Priorities. Employee training and development activities included in an IDP will identify mandatory training, if any, and the priority of those training and development activities necessary for successful performance in the current position.

 C. At a minimum, an IDP should include:

* The current performance period;
* Performance goals;
* Competencies targeted for the position;
* Specific training and development objectives for the performance period;
* Specific developmental and learning activities to increase competencies and meet the identified training and development objectives.

 D. Formal Developmental Programs. An IDP is required for developmental programs to appropriately document the progress of each participant and to record completion of these programs. Such programs include the Senior Executive Service Candidate Development Program, individual bureau leadership programs, upward mobility programs and Federal career intern programs.

**Learning Management System (DOILEARN)** The learning management system allows each bureau and office to manage and deliver competency-based curriculum and development, and documents the learning activities of each employee. The system centralizes and automates the learning management process across the Department.

 **Supervisory Development**. Refer to the appropriate Departmental policy on supervisory development, Personnel Bulletin 06-04 (412), November 9, 2005. At a minimum, each bureau or office must ensure new probationary and non-probationary supervisors receive training to develop competencies needed for entry-level proficiency and to upgrade skills to maintain supervisory competencies.

 **Mandatory Training**. Mandatory training is identified as critical to the development of employees to carry out the mission of the Department, mandated by statute or required by Departmental policy, and must be completed within the required timeframes. The Deputy Chief Human Capital Officer will notify employees of Department-wide mandatory training through periodic Personnel Bulletins and posting information on the Human Capital and DOIU websites.

 **Academic Degree Training**. Federal funds may be used to pay or reimburse employees for the cost of academic degree training at an institution which is accredited by a nationally recognized body. Financial support for such programs must be preplanned rather than ad hoc, and must produce measurable improvement in either individual or organizational performance. The training may not be used for the sole purpose of providing an employee an opportunity to obtain an academic degree or to qualify for appointment into a particular position for which the academic degree is a basic requirement.

 A. Prior to executing this authority, implementing offices will identify and document how the training contributes to a planned, systematic and coordinated program of professional development and significantly meets an identified agency, administration, or staff office training need that is consistent with DOI's Strategic Plan, solves an identified agency staffing problem, or accomplishes goals in DOI’s Strategic Human Capital Management Plan.

 B. Employees must sign a continued service agreement, prepare an IDP that includes a complete educational plan for the degree being pursued to include all coursework and approximate timetable required for the degree, and submit an official transcript of final grades within 30 days of course completion. In accordance with the service agreement, the employee will reimburse the bureau or office in the event of withdrawal, non-completion, or less than successful completion of academic degree training. Academic degree training does not create an entitlement or benefit of employment and may be limited or precluded by the availability of funding.

 C. Funding, at the approving official's discretion, may include additional expenses necessary to ensure successful participation in an approved course; including supplies and equipment, application fees, registration fees and parking. Electives may be covered only if required for the degree program. The funding is at the Agency’s discretion.

 D. Competitive procedures for selecting employees for academic degree training must be consistent with the requirements of 5 CFR § 335.103(b)(3).

Sample of an IDP

(form is available on the Indian Affairs website under on-line forms)

Individual Development Plan

Plan Performance Year \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee’s Name | Position Title/Grade | Office Phone | Office Fax | Email Address |
| Current Supervisor’s Name | Supervisor’s Title | Office Phone | Office Fax | Email Address |
| Goals for Successful Performance in Current Position | Short-term Career Goals (2-3 years) | Long-term Career Goals (3+ years) |
| Developmental Objectives: What do you need to do this year to work towards your goals? | Developmental Activities (training, assignments, projects, details, etc.,) | Proposed Dates | Estimated Costs | Date Completed |
| Notes: | Employee’s Signature/Date |
| Supervisor’s Signature/Date |