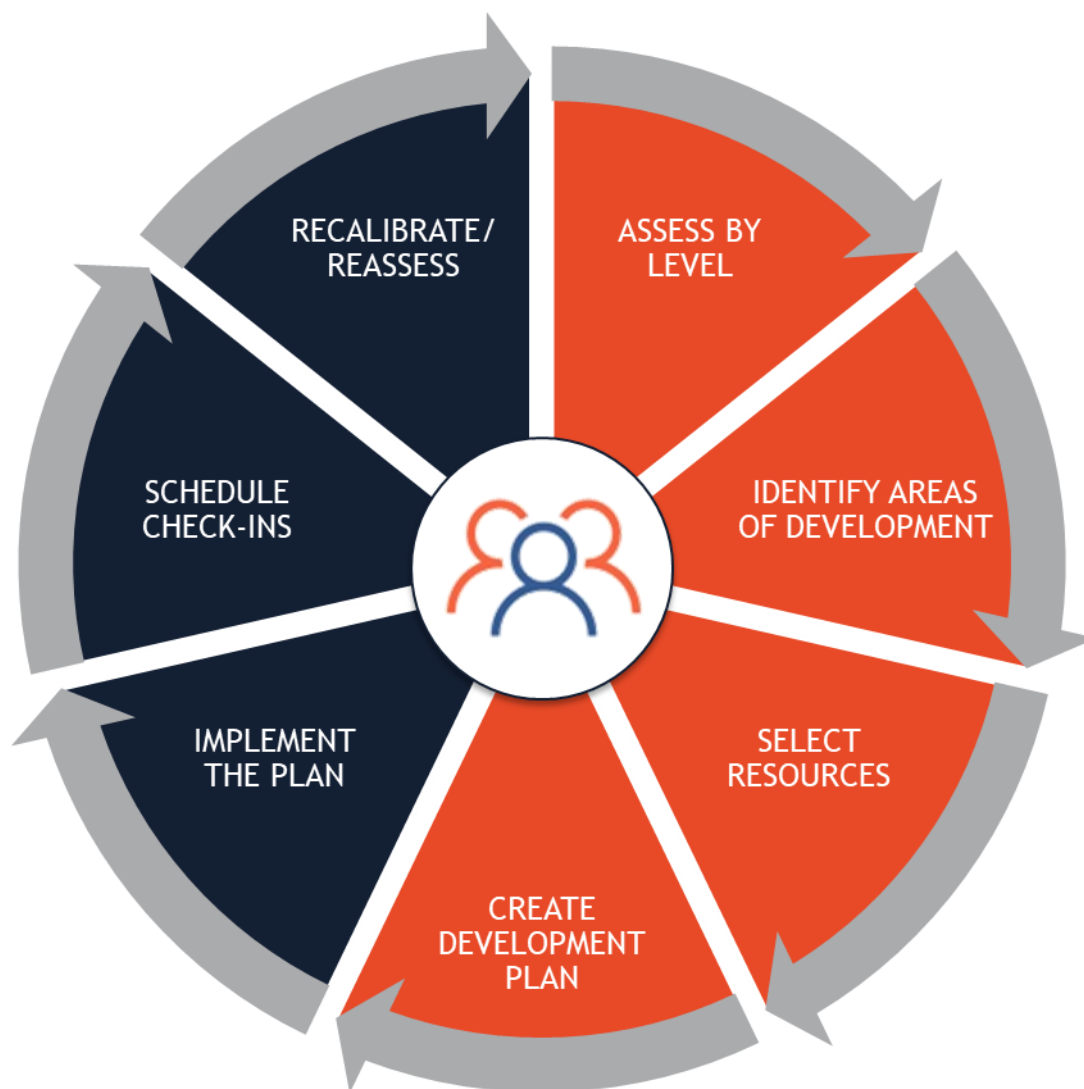


INDIVIDUAL DEVELOPMENT PLAN



INTRODUCTION TO THE INDIVIDUAL DEVELOPMENT PLAN

This informational packet is designed to help you understand the purpose and goals of the Individual Development Plan and how to craft your individual plan for professional development. The plan development process is supported by professional competencies they relate to your role in the organization. Whether you are a member of a team, leader of a team, leader of multiple teams, or leading the organization, there performance expectations that assessed and skilled to be enhanced or developed.



The professional development competencies are strategically aligned with the Mission, Vision, Values, Guiding Principles, and Strategic Plan of Facilities and Services. They represent a set of knowledge, skills, and attitudes toward development that all professionals in F&S will need to be successful toward achieving our organizational mission and vision. When paired with the different roles in F&S, we are able to identify behaviors that will help us grow professionally. These behaviors are used to assess where you are currently, and where you'd like to be professionally.

COMPETENCY BASED PROFESSIONAL DEVELOPMENT SELF-ASSESSMENT

Member of a Team

You are responsible for the delivery of services to your stakeholders often in partnership with others.

CUSTOMER FOCUSED	☐ Contribute to a climate where all stakeholders and those we serve feel respected, valued, heard and included ☐ Follow policies, systems, and processes to deliver service ☐ Strive to identify and meet stakeholder needs
VALUE AND FOSTER DIVERSITY	☐ Participate in opportunities for team decision making ☐ Respectfully share personal point of view ☐ Invite diverse points of view ☐ Demonstrate kindness, compassion, and empathy toward others
OPERATIONAL MANAGEMENT	☐ Maintain expertise in work/job ☐ Align work with unit priorities ☐ Organize work ☐ Get results
INNOVATIVE THINKING	☐ Engage in dialogue with others to seek understanding ☐ Understand the need for change, the “why” of change, and actively support it ☐ Identify opportunities for innovation ☐ Take initiative ☐ Manage risk with critical thinking
FISCAL & ENVIRONMENTAL STEWARDSHIP	☐ Be a responsible steward of resources
EMPLOYEE DEVELOPMENT	☐ Give and receive positive and constructive feedback in a direct and tactful manner ☐ Develop own strengths, goals, and aspirations ☐ Address and develop action plan to address own weaknesses/challenges ☐ Contribute expertise and knowledge to support an environment of lifelong learning ☐ Engage in professional development opportunities

COMPETENCY BASED PROFESSIONAL DEVELOPMENT SELF-ASSESSMENT

Leading a Team

You take responsibility for coordinating the efforts of others in the delivery of services and mission-related activities to their stakeholders.

CUSTOMER FOCUSED	☐ Focus team on creating value for those internal and external stakeholders and those we serve ☐ Leverage policies, systems, and processes consistently to deliver service and maximum value for those we serve ☐ Create a climate where all stakeholders feel valued, heard, and included
VALUE AND FOSTER DIVERSITY	☐ Facilitate team decision making ☐ Maximize the contribution of each team member's talents and thinking ☐ Develop a diverse team based on the best combination of skills, job, and organizational fit ☐ Inform new employees about our commitment to diversity and inclusion
OPERATIONAL MANAGEMENT	☐ Knowledgeable of work functions ☐ Manage projects/programs ☐ Execute operational priorities and plans ☐ Manage meetings ☐ Understand procurement processes
INNOVATIVE THINKING	☐ Perceive potential obstacles in delivering on the mission and develop alternatives ☐ Manage conflicts that are critical to achieving the mission of the organization ☐ Encourage innovation and intelligent risk-taking ☐ Understand need for change, translate for team and own implementation plan ☐ Understand the way work is done and provide input and feedback to changes
FISCAL & ENVIRONMENTAL STEWARDSHIP	☐ Manage expenses
EMPLOYEE DEVELOPMENT	☐ Give and receive frequent positive and constructive feedback in a direct and tactful manner ☐ Develop others' strengths, goals, and aspirations ☐ Address others' weaknesses ☐ Successfully on-board, train, and develop people new to the organization ☐ Elicit excellence in others

COMPETENCY BASED PROFESSIONAL DEVELOPMENT SELF-ASSESSMENT

Leading Multiple Teams

You are responsible for the direct implementation of strategies that support organizational goals and mission-aligned activities, the coordination of services across multiple teams and/or units and the utilization of resources such as time, money and people.

CUSTOMER FOCUSED	☐ Consistently lead the organization in meeting the organization's expectations for exemplary customer service ☐ Focus efforts on fulfilling customer expectations by seeking insight into customer needs and developing solutions that provide value for the customer ☐ Conduct group activities (e.g., focus groups, listening sessions, and town halls) to actively gather, synthesize, and effectively communicate feedback from multiple perspectives; set up systems for feedback from others with diverse perspectives
VALUE AND FOSTER DIVERSITY	☐ Promote the recruitment and selection of high caliber people of diverse cultures, backgrounds, and experiences from both inside and outside of the organization/unit ☐ Create challenging roles, responsibilities, and development assignments that leverage and grow the talents of others; conduct succession planning ☐ Create teams across units and make effective use of team resources ☐ Build a system of talent management to ensure a pipeline of viable leaders and professionals within the mission ☐ Foster an environment which encourages a healthy balance of work and personal life for themselves and their team ☐ Promote inclusive practices during the job posting, interviewing, and hiring processes ☐ Mentor new employees about our commitment to diversity, equity, and inclusion
OPERATIONAL MANAGEMENT	☐ Planning, prioritization and execution ☐ Constituent engagement via committees
INNOVATIVE THINKING	☐ Champion an unpopular action if it's in the best interests of the organization/unit ☐ Engage team to build a shared understanding of the need to change ☐ Seek input for greater understanding to improve service, processes, and systems ☐ Manage conflicts that are critical to achieving the mission of the organization ☐ Incorporate innovative practices into the workplace to enhance effectiveness and efficiency by engaging diverse teams in change activities
FISCAL & ENVIRONMENTAL STEWARDSHIP	☐ Budget oversight and management ☐ Financial planning and accountability
EMPLOYEE DEVELOPMENT	☐ Delegate decisions that challenge others and encourage others to exercise discretion and judgment ☐ Develop and leverage the talents of others effectively ☐ Use multiple coaching strategies that utilize the unique styles of others ☐ Sponsor and mentor high potential and high performing individuals to ensure a viable pipeline of talent ☐ Routinely and proactively provide professional and personal growth opportunities for staff ☐ Encourage colleagues to attend diversity and inclusion related events; seek knowledge of the role and responsibilities of ☐ Illinois leaders in addressing diversity related issues ☐ Effectively model and coach others to learn from and repair relationships damaged by harmful behaviors

COMPETENCY BASED PROFESSIONAL DEVELOPMENT SELF-ASSESSMENT

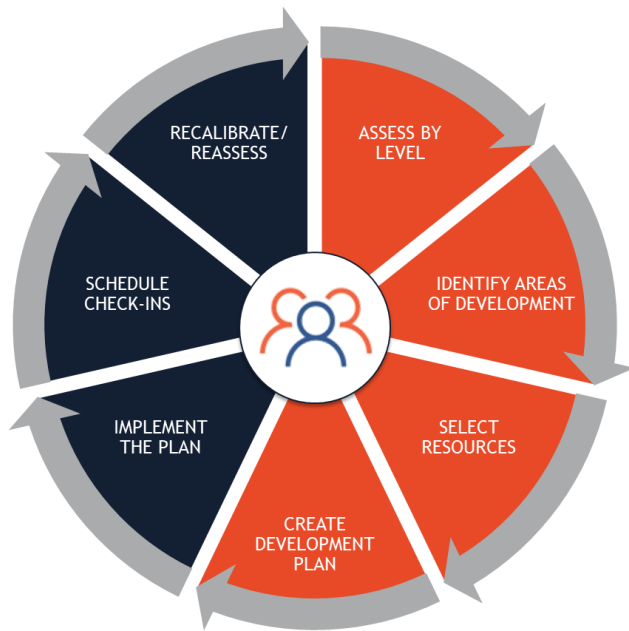
Leading the Organization

You set organizational direction and have responsibility for management and stewardship of the organization, a division, or strategic initiative, that is part of the Facilities and Services executive leadership.

CUSTOMER FOCUSED	☐ Focus organizational efforts on responding to current and strategic customer needs ☐ Inspire, engage, and communicate the importance of our mission and how it impacts our commitment to providing the best possible customer service
VALUE AND FOSTER DIVERSITY	☐ Identify the strategic talent needs of the organization/unit and develop strategies to accomplish them ☐ Build a leadership team to achieve the specific mission and goals related to diversity and inclusion ☐ Promote a diverse workforce through consistent , values-based messaging
OPERATIONAL MANAGEMENT	☐ Infrastructure optimization ☐ Conduct strategic planning for the organization; effectively implement change
INNOVATIVE THINKING	☐ Drive complex change through the organization with a broad understanding of cultural context, resistance and success factors ☐ Articulate a compelling change vision for the organization ☐ Turn external trends, economic pressures, internal capabilities and their dilemmas into vision and strategy
FISCAL & ENVIRONMENTAL STEWARDSHIP	☐ Prioritize financial resources
EMPLOYEE DEVELOPMENT	☐ Lead the organization to foster growth and development of organizational members ☐ Create a work environment of empowerment, self-direction, and continuous learning ☐ Maintain and foster an organizational view of talent management ☐ Support and promote the professional development of future leaders by creating and encouraging cross-functional work and collaboration

CREATING AN INDIVIDUAL DEVELOPMENT PLAN

There are four primary steps to create your Individual Development Plan (IDP):



1. **Self-assess.** Use the competency based self-assessment tool to determine where you are according to your leadership role. (see pages 3-6)

2. **Identify areas of development.** Highlight the areas in the tool to determine where you feel you need development. Identify 1-3 strengths or gaps based on the descriptions provided.

3. **Select resources to address your gaps or build on a strength.** Use the resources offered within Facilities and Services, on the Illinois campus, and outside of the

organization through professional associations to identify experiential, engagement, and educational opportunities.

4. **Create a plan.** Use this workbook to outline your goals and the resources to meet those goals. Check your IDP throughout the year to measure your progress. Share your plan with your supervisor or mentor for feedback.

The next three steps help to guide you toward putting your plan into action:

5. **Implement the plan.** Carryout learning as outlined in your IDP.

6. **Schedule check-ins.** Schedule quarterly checkups with a mentor, peer, or supervisor.

7. **Recalibrate/Reassess.** Adjust your plan as needed based on environmental conditions and experience.

DEVELOPMENT GOALS

Set 1-3 goals that build your ability to address priorities, work on knowledge/skill development or to advance your career. When creating your goals, be sure that they are written with these criteria in mind:



Specific

(simple, sensible, significant)



Measurable

(meaningful, motivating)



Attainable

(agreed, acceptable)



Relevant

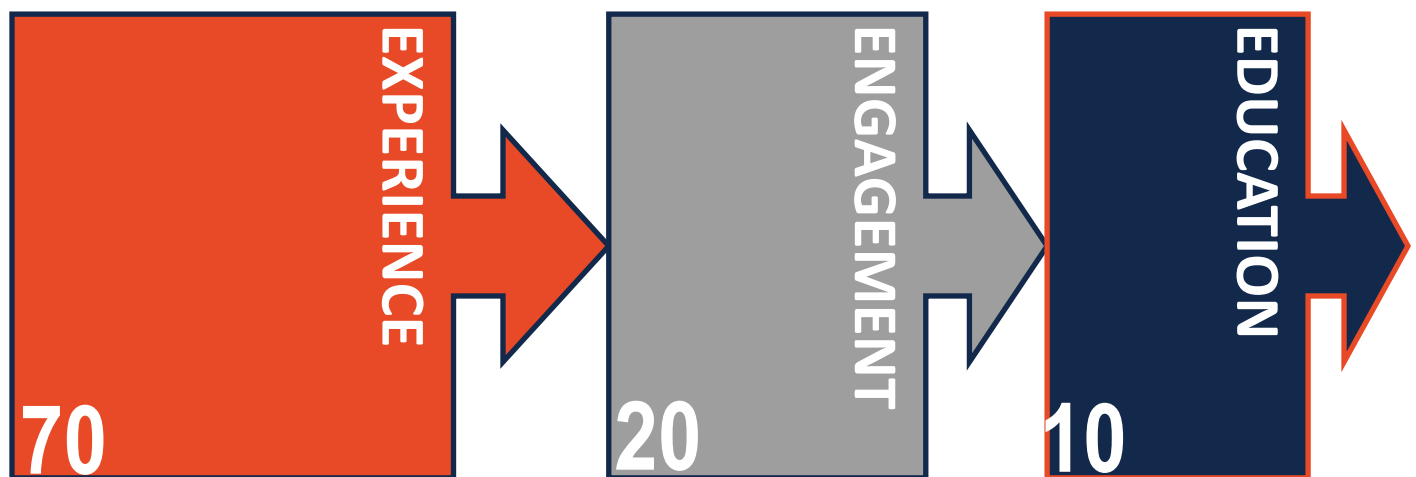
(reasonable, realistic, and resourced, results- based)



Time Bound

(time-based, time limited, time/cost limited, time-sensitive)

DEVELOPMENT APPROACH



Using this development approach, once you have identified your goals, you can determine what experiences, skills and behaviors will help you to achieve those goals. The percentages are a general guideline for how development activities may be allocated.

- **70%** of your development comes from experiences
- **20%** comes from engagement through mentoring and networking
- **10%** comes from education or formal learning experiences

EXAMPLE #1

SMART GOAL	Over the course of the next year, I'd like to learn to utilize the diverse talents of my team better by learning about their unique strengths and individual interest then identify the best way to help develop them as members of a team. RELATED COMPETENCY: Employee Development Deadline: 06/01/2021
EXPERIENCE (challenging assignments, skill practice) 70%	Utilize the strengths of each person to help with an upcoming project or challenge. Recommend experiences to my staff that will help them grow more in their strengths and challenge their weaknesses. Deadline: 06/01/2021
ENGAGEMENT (mentoring, networking) 20%	Schedule monthly one on one meetings with my direct reports to learn more about their interests, goals, and career aspirations. Deadline: 08/01/2020
EDUCATION (courses, readings, videos) 10%	Research different tools that will help me identify strengths (i.e. Strengths Finder) and schedule a time to conduct the assessment and review the results. Deadline: 10/01/2020

EXAMPLE #2

SMART GOAL	In the next six months, I would like to become a Certified Professional in Learning and Performance (CPLP) through the Association for Talent Development (ATD). RELATED COMPETENCY: Employee Development Operational Management Deadline: 12/01/2020
EXPERIENCE (challenging assignments, skill practice) 70%	Attend an in-person prep-course. Approx. cost \$250 by 9/1/2020 Register to take the exam by 8/1/2020. Approx. cost \$1000 Take the CPLP exam by 11/1/2020. Deadline: 12/01/2020
ENGAGEMENT (mentoring, networking) 20%	Connect with others via the ATD website and LinkedIN networking groups to get study tips and advice on the certification experience. Deadline: 07/31/2020
EDUCATION (courses, readings, videos) 10%	Purchase the CPLP study materials and begin studying 1 chapter per week. Approx. Cost \$250 Deadline: 08/01/2020

IDP TEMPLATE

EMPLOYEE NAME:

SUPERVISOR NAME:

SMART GOAL

RELATED COMPETENCY:

Deadline: ____ / ____ / ____

EXPERIENCE

(challenging
assignments,
skill practice)

Deadline: ____ / ____ / ____

ENGAGEMENT

(mentoring,
networking)

Deadline: ____ / ____ / ____

EDUCATION

(courses,
readings, videos)

Deadline: ____ / ____ / ____

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