NTID Employee Development Plan (EDP)

**Employee Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AY/Appraisal Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Professional Development may take many forms including training, independent study, volunteering, coursework, participation in student events, etc. Examples of development categories and activities are listed on the next page.

**Instructions:** Identify the areas in which you would like to enhance your performance or develop new skills or knowledge. Describe the specific actions you will take to achieve your performance goals. Finally, note when the actions have been completed. Unless indicated otherwise, all actions are due by the end of the current appraisal period. It is helpful to attach your job description or Plan of Work for reference.

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| **Development** **Category** | **Development** **Goals** | **Actions/Activities to Achieve Goals** | **Date Actions** **Completed** | **Mentor**(if applicable) |
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**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head/Supervisor Name** **(please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Examples of Development Categories** | **Examples of Actions/Activities to Achieve Goals** |
| * **Primary Job Responsibilities; Job-Specific Skills**
* **Professional Development** (Growth and development in work-related area; development of computer/technical skills; productivity, etc.)
* **Communication Skill Development** (Development of sign language skills, spoken communication strategies and techniques, development of sensitivity to cultural issues related to deafness)
* **Professional Activities and Scholarship**  (Scholarship, creative activity, and publications; grantsmanship)
* **Campus and Community Activities**  (Contributions to the Institute outside primary professional responsibility)
* **Interpersonal Skill Development**

(Skills for interacting with individuals and groups; social awareness and relationship management)* **Leadership**

(Formal or informal leadership, mentorship, influencing others to achieve Institute goals; self-leadership) | * Attend workshops, in-service training, or conferences
* Take classes or continuing education courses
* Join a committee (at RIT/NTID or externally)
* Conduct research (independent, action research, etc.)
* Engage in independent study (such as professional readings, online courses, etc.) or group study
* Join a professional organization or learning community
* Seek mentorship, tutoring, or coaching
* Participate in student activities
* Participate in collaborative projects
* Observe classes
* Show a colleague on the job
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