

Employee Development Plan

Employee/Supervisor Guide

Table of Contents

Preparing for the Discussion – The EDP Meeting	2
Step #1: Explore Professional Interests	3
Step #2: Set SMART Goals	4
Step #3: Create a Development Plan	5
Step #4: SMARTER Goals - Evaluate and Review	7
Additional Resources	8
Conclusion	9

Preparing for the Discussion – The EDP Meeting

This booklet is a resource that aids in the creation of an employee development plan.

An employee development plan (EDP) is a process that helps individuals improve skills for their current job and/or gain new knowledge, skills, and abilities for new positions in the future. This process is owned and led by the employee with support from the manager.

This collaborative process is separate from the performance management process and is intended to focus on the career development of the employee. Both individuals should commit to regular check-ins regarding the plan.

Employee Role	Manager Role
<p>Prepare for the meeting:</p> <ul style="list-style-type: none"> • Review your most recent performance appraisal and previous EDP (if any) • Think about the knowledge, skills, and abilities needed for your current role or future roles • Complete pages 3-5 of this EDP booklet • Be prepared to lead the discussion with your supervisor as this is your development plan • Share pages 3-5 electronically prior to the meeting <p>At the meeting:</p> <ul style="list-style-type: none"> • Provide insight and context to your supervisor regarding your SMART goals and how you arrived at them • Ask for feedback and perspective from your supervisor regarding your EDP • Create check-in times with your supervisor specific to your EDP 	<p>Prepare for the meeting:</p> <ul style="list-style-type: none"> • Review the employees most recent performance appraisal and previous EDP (if any) • Consider various resources and outlets the employee could turn to for developmental opportunities • Think about the strengths and areas of interest of the employee and how you can enable them to use them more • Review the completed pages 3-5 from the EDP, make notes as needed <p>At the meeting:</p> <ul style="list-style-type: none"> • Add context to the EDP based on direction of the department, division, and RIT at large • Clearly outline how you will be able to support the EDP • Collaborate on check-in times with the employee

Step #1: Explore Professional Interests

Use the following questions as a discussion tool to determine some areas of interest of the employee.

1.) What components of the current job does the employee enjoy the most? Least?

2.) What types of projects would the employee like to do more of? Less of?

3.) What skills or knowledge would the employee like to learn more about and improve?

4.) What skills or knowledge do others recognize in the employee?

5.) What new things would you like to learn about or do? How does the employee like to learn?

6.) Other?

Step #2: Set SMART Goals

Identify at least one short term (one year) and one long term (five years) goal pertaining to your career development. Utilize the SMART goal methodology to help create your goals. Here are a few questions to help you for each portion of the goal:

Specific – Who, what, where, why, when?

Measurable – How much? How many? What are the milestones?

Attainable – Is the goal possible for you at this point in time?

Relevant – How is this connected to my overarching career and development goals?

Time-bound – What is my target date of completion?

Short-Term Goal:

Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

Long-Term Goal:

Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

Step #3: Create a Development Plan

There are many ways to achieve SMART goals in an employee development plan. Consider some of the following activities that can be used as action steps in an EDP.

Learning through doing:

- Stretch assignments in current role
- Mentoring and/or teaching others, knowledge sharing
- Cross-training opportunities
- Joining a committee, project team, or task force
- Taking on a process improvement project in your department

Learning through resources:

- Attending classroom training both on and off campus
- Utilizing LinkedIn Learning, virtual training or other electronic resources
- Attending a conference
- Formal education programs/degree pursuit
- Joining professional associations
- Obtaining certifications
- Reading professional books, magazines, and journals

Learning through others:

- Find mentors for areas of interest
- Networking opportunities
- Job shadowing
- Informational interviews

Step #3: Create a Development Plan (continued)

Referring to the SMART goals from Step #2, create a development plan by identifying various action steps needed to achieve the goal.

SMART Goal	Action Steps/Plan	Completion Date(s)	Deliverable(s)
Example: By June 30th, I would like to improve my public speaking abilities in meetings and presentations by leading three committee meetings and presenting at one meeting.	Complete "Creating and Giving Business Presentations" in Talent Roadmap.	2-13-21	1.) Lead three committee meetings and document results of the meetings. 2.) Complete a business presentation. 3.) Debrief with supervisor focusing in on feedback.
	Complete "Public Speaking Foundations" in Talent Roadmap.	3-18-21	
	Have a "prep session" with supervisor and go through a dry run of the presentation.	3-29-21	
	Design meeting agendas for upcoming meetings I am leading.	4-9-21	

Step #4: SMARTER Goals - Evaluate and Review

After completing all of the action steps and deliverables in the development plan from Step #3, it is time to reflect and see what the employee has learned. Revisit the SMART goals from Step #2 and make them SMARTER goals by adding the next two sections:

E – Evaluate

R – Review

Use the following questions to evaluate and review each of the SMART goals. This should be a discussion and review with the employee and supervisor.

What have you learned?	<ul style="list-style-type: none"> • What have you learned about yourself? • What have you learned about your goals? • What have you learned about working with others? • What skills and knowledge would you like to gain? • What successes have you had?
How will you use what you have learned?	<ul style="list-style-type: none"> • How are you setting yourself up for success? • What has been disappointing? • What can you take from those experiences? • What would you like to repeat? • What would you like to avoid? • What will you like to do more or less of? • How will you use what you have learned?
How can we improve your development process?	<ul style="list-style-type: none"> • How is development working for you? • What obstacles have you had? • How will you work through the obstacles? • What could we do differently next time?

Notes:

Follow-up Activities:

Lessons Learned:

New SMART Goal:

Additional Resources

There are many resources on campus that can assist with career development. Below are learning kits that contain resources employees can utilize. These learning kits and any LinkedIn Learning courses can be used while creating an employee development plan and in for preparation for career development.

Employee:

 <u>Career Development</u>	 <u>Resumes & Cover Letters</u>	 <u>Interviewing</u>	 <u>Networking & Mentors</u>
--	---	---	--

Manager:

[Setting Team and Employee Goals](#)

[Coaching and Developing Employees](#)

[Delivering Employee Feedback](#)

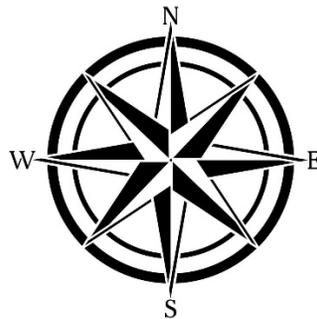
[Having Career Conversations with Your Team](#)

[Mentoring Others](#)

[Being a Good Mentor](#)

Conclusion

This is only the beginning of the employee development journey. It is an iterative process that should be repeated with new goals on a regular basis. Review them, revise them, renew them and always continue learning.



“Curiosity is the compass that leads us to our passions.
Follow it and you won’t be disappointed.
The future belongs to the curious.”
-Author Unknown