

INDIVIDUAL DEVELOPMENT PLANS

USE GUIDANCE

STEPS IN SETTING UP IDPs

- ⇒ ¹Identify broad range of abilities and knowledge needed for the position
- ⇒ Identify sources of information / reference for the identified abilities and knowledge
- ⇒ Identify sources of training for identified abilities and knowledge
- ⇒ Identify levels of expectation for each of the elements above
 - 1 - Awareness
 - 2 - Understanding
 - 3 - Perform with Supervision
 - 4 - Apply Independently
 - 5 - Proficient and can train others
- ⇒ Identify individuals in house and among partners that can both mentor and certify the level of achievement for the individual in elements identified above
- ⇒ Set time frame for accomplishment (6 months for first, one year thereafter)
- ⇒ Initial IDP very extensive to determine what the new individual does and does not know
- ⇒ Future IDPs a combination and negotiated list of training/development needs

BENEFITS

- ⇒ Helps assess the training and knowledge needs of the new and existing staff member
- ⇒ Provides a documentation of the development of professional and volunteer staff and/or Board member (transcript)
- ⇒ Provides a documentation of progress of professional and volunteer staff
- ⇒ Provides for a broader network of evaluators of staff development
- ⇒ Requires new and existing staff to utilize system of “partners” to gain skills and knowledge, thereby expanding District and Personal network
- ⇒ Creates a valuable tool for setting “expectations”
- ⇒ Creates a composite list of trainings/workshops needed by staff/board, thus assisting in budgeting and event participation

¹ Model IDPs available are templates, and each District needs to customize as appropriate for their specific position needs