

# Creating an IDP

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Federal Aviation  
Administration



# Creating An IDP



# Why should I?

- **Mentoring program requirement**
- **Vehicle that agency/management provides for career development**
- **Signifies your interest in opportunities**
- **Signifies your willingness to contribute**
- **Tool to identify your goals, future, weaknesses, strengths**



# Overcoming Barriers

- **IDP is a formal method of initiating the conversation about your goals with your supervisor**
- **IDP is negotiable – use your compromise, collaboration and negotiation skills**
- **IDP is not all about what management is going to do for you, it's about your own plan for yourself, and it's a request for management to support your plan**

# 2-way street

- Invest in yourself
- Use eLMS to increase your learning
- Continue your education
- Know yourself – strengths and weaknesses

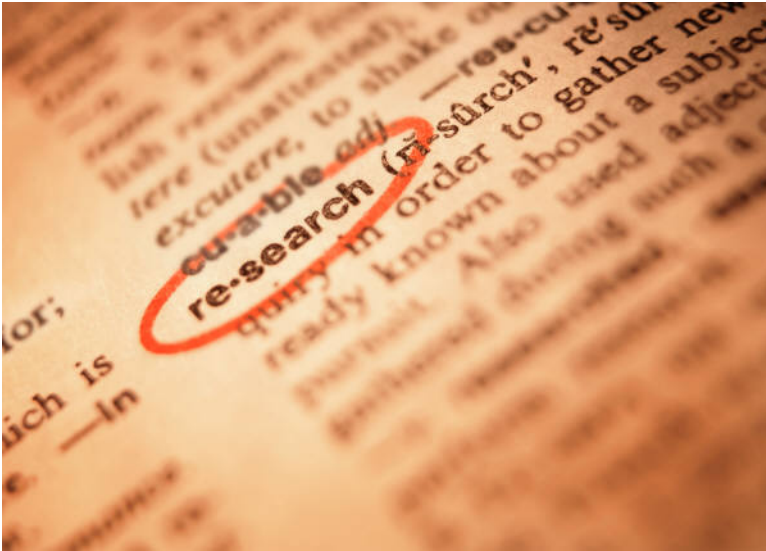


# Start the process

- **Determine your career goal**
- **Prepare for the job**
- **Analyze your strengths that are related to the job.**
- **Talk to the person who has that job**
- **Make a list of your strengths and evidence of them**



# Your Organization



- Review your organization's strategic plans and operational goals to make sure your plans support their goals as well as yours.
- Collaborate

# Example: My strengths

- **I get along with coworkers**
- **I meet deadlines**
- **I am certified in both avionics and A&P**
- **Strong troubleshooting skills**
- **Excellent work ethic**
- **Sought out as expert in engine rigging**
- **Knowledgeable about how to use Govtrip**



# Weaknesses



- I avoid detailed checklist tasks because they seem boring
- Knowledge of procurement
- Writing and grammar skills
- Excel/powerpoint/ASAP
- Lack of knowledge about other parts of the organization
- Public Speaking

# How to address weaknesses

- **eLMS courses**
- **Network**
- **Details/shadow opportunities**
- **Take a “plain language” course**
- **English courses-community college**
- **Start drafting up weekly report for my manager**
- **Toastmasters**
- **Find a buddy to do checklists with**
- **ASAP training**

# Get specific



- **Course numbers? Target dates for completion**
- **Network with whom?**
- **When is plain language offered? Cost?**
- **ASAP training availability?**



# Go to your manager



- **Have a detailed plan to take to your manager**
- **Ask to discuss it**
- **Listen very carefully for clues**
- **Be willing to change/compromise**
- **Negotiable document**
- **Understand that the IDP does not commit your manager**

# Revise

- **Incorporate what you and your manager discussed.**
- **Review with manager**
- **Keep your manager updated on your progress.**
- **Keep your manager informed as opportunities come up (details, shadows, trainings, etc. that relate to your IDP)**
- **Don't wait to be called!**



# Forms and Samples

- **Various formats are available**
- **Review forms on Document Camera**
- **Review Sample IDPs on Document Camera**
- **Review eLMS format for Career Plan**
- **Review printed USDA guidance for IDP development**

# The Reverse IDP

- **What if your career goal is retirement?**
- **What if you feel that you can't move or be released for training or details because there is no one else who can do your job?**
- **You need a reverse IDP!!!**
- **Starts conversation with management about succession planning**

# Reverse IDP

- **Reverse IDP specifies that others need to shadow you, detail in behind you**
- **Consolidate your assets, records, databases and make sure others know how to access/use them**
- **Creates opportunities for others**

# Review

- **Think about your direction at work**
- **Plan the work, work the plan**
- **Negotiate with your manager**
- **Do your part and keep management informed about opportunities (Regular updates?)**
- **Be ready to change as conditions change**



# Laboratory Exercises

- **Be ready to give answers after the break**
- **What is your short-term goal?**
- **What is your long-term goal?**
- **What are some of your strengths?**
- **What are some of your weaknesses?**
- **What are some ideas that you have about how to develop yourself**
  - With your time/money
  - With Government time/money