



INDIVIDUAL DEVELOPMENT PLANS

PURPOSE

This Instruction defines policies, procedures, and responsibilities for preparing Individual Development Plans (IDP) for all employees.

POLICY

It is Meat Grading and Certification (MGC) Branch policy that all employees are afforded an opportunity to reach their full potential in the performance of official duties. IDP's are an important tool for both employees and supervisors in maximizing performance. All MGC Branch employees in cooperation with their immediate supervisor must annually discuss an IDP. The supervisor offers input based on the employee's position and performance and the Branch's needs. The employee offers input based on familiarity with their own strengths, limitations, and short- and long-range goals. While the supervisor and the employee have joint responsibility for developing and executing the IDP, the responsibility of ensuring completion of the training or experiences that support the plan's objectives is the sole responsibility of the employee.

I. Procedures

As part of the employee performance evaluation, the employee and supervisor should discuss the employee's developmental objectives and specific plans for accomplishing the objectives. After the discussion, the employee and the supervisor should develop an IDP which can be implemented over the next year. The plan can be modified as necessary during the year or at the next annual IDP discussion. A blank IDP form (**Exhibit A**) is attached to this Instruction. The employee and the supervisor should each keep a copy of the completed IDP, and a copy should be filed in the Employee Performance File. IDP activities are not limited to activities requiring formal training or expenditure of funds. Most informal training and especially self-guided technical training may be completed during the normal workday. If deemed appropriate by the supervisor, time for formal training may be scheduled as the workload permits.

II. Employee Responsibilities

- A. Prior to the IDP discussion with the supervisor, the employee should compare his/her own ideas and career objectives with MGC Branch mission and program changes, then establish tentative, long-range (3-5 year) career goals and short-range (1-2 year) career goals. Employees should also consider the following as they prepare the IDP:
 1. Projected skills or competencies the MGC Branch may need over the next

several years.

2. The knowledge, skills, and abilities needed to improve or enhance present job performance or meet requirements for a career goal.
3. His/her present skill level in the desired areas.
4. The options for developing needed competencies (i.e., job assignments, self-development activities, formal training, etc.).

III. **Supervisor responsibilities**

- A. Determining the knowledge, skills, and abilities the employee needs to improve or enhance present job performance.
- B. Reviewing the needs and priorities of the MGC Branch.
- C. Considering specific developmental assignments and training which might allow the employee to meet or exceed developmental goals.

IV. **Methods for Accomplishing IDP Goals**

The IDP should reflect an equal commitment by the employee and the Agency. IDP's may include self-development, on-the-job training, formal training, and developmental activities. A good IDP recognizes all four methods as a process for achieving goals, and does not rely only on formal training. In fact, the IDP may not include formal training at all. It is important that the employee keep in mind that all activities appearing on the IDP must be related to improving their performance of official duties.

A. Self-Development

Any self-directed or self-initiated learning including completing study guides. If prepared materials are not available, studying standards, specifications, regulations, and instructions. Self-development could also include the employee statistically reviewing their grading accuracy, identifying any weakness such as ribeye measurement, and measuring several carcasses each day to improve their performance. Other examples of self development include viewing video tapes, listening to audio tapes, taking correspondence courses, being a mentor, reading books or articles, updating or preparing new study materials, or off-duty course work activities.

Management will encourage and assist you where possible to keep your skills, knowledge, and abilities current. A number of video cassette programs from the Public Broadcasting System television series on Computer Literacy and numerous computer tutorial programs on supervisory and computer topics can usually be found at your public library or on a limited basis from Agricultural Marketing Service (AMS) Training Institute.

B. On-the-Job Training (OJT)

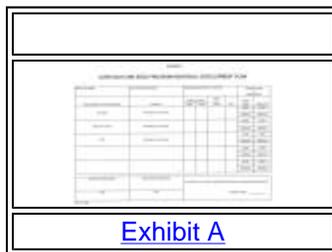
Training conducted by the supervisor or designated staff member for individuals or small groups. The employee is counseled and coached while performing official duties of the job. OJT is suitable not only for the new employee, but also for the most experienced employee. This method can be used to teach or expose employees to new procedures, tasks, technology, standards, instructions, etc. Examples include, computer based tutorials, performing in a detail position, participating in special projects, etc.

C. Detail Assignments

Short term assignment to develop skills which the employee is unable to develop at his/her duty-point. Examples of detail assignments include certification, and veal, calf, and/or lamb grading.

D. Development of Technical or Study Aides

The employee develops a product that will assist in the performance of the job while at the same time serving as a vehicle for learning job-related information. Examples of developmental activities include writing study guides, preparing or updating instructions, special work projects, or mentoring new employees.



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LIVESTOCK AND SEED PROGRAM INDIVIDUAL DEVELOPMENT PLAN

EMPLOYEE NAME	POSITION/SERIES/GRADE	PROGRAM/BRANCH/DUTY STATION				CERTIFICATION OF COMPLETION	
DEVELOPMENT ACTIVITY/SOURCE	PURPOSE	TIME FACTORS		TIME ALLO-CATION	COST	SUPER-VISOR	EMPLOYEE
		START	FINISH				
Civil Rights	Required Annual Training					DATE	DATE
						INITIALS	INITIALS
Ethics and Conduct	Required Annual Training					DATE	DATE
						INITIALS	INITIALS
EEO	Required Annual Training					DATE	DATE
						INITIALS	INITIALS
						DATE	DATE
						INITIALS	INITIALS
						DATE	DATE
						INITIALS	INITIALS

EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE	At this time, I do not want to identify specific training or developmental assignments. Employee Initials _____
Date	Date	