

**Bureau of Reclamation - Great Plains Region
Individual Development Plan – Non-Supervisory Competency Level 3**

Name _____ Date Approved _____ Plan Number _____

REQUIRED/MANDATORY TRAINING COURSES	REQUIRED PERIODICITY	Importance Level *(1)				Current Proficiency *(2)				Training Priority *(3)	Training Class/Activity Projected Year Training Will Take Place		
		1	2	3	4	1	2	3	4		FY 2012	FY 2013	FY 2014
FISSA Plus (Includes Information Systems Security, Records Management and Privacy Act)	Annually – All Employees http://www.doi.gov/doilearn												
No Fear - Discrimination Whistleblowing in the workplace	Every 2 years – All employees (Automatically assigned)												
Ethics Training	Annually 1.0 hours – All financial disclosure filers and designated procurement officials												
Defensive Driving	All New Employees (w/in 90 days) and Every 3 years thereafter http://www.doi.gov/doilearn Search “NSC Defensive Driving II”												
Charge Card Holder Training	Every 3 years -All employees who travel on official business or need purchase authority https://chargecardtraining.nbc.gov												
Environmental Management System (EMS)	All New Employees http://www.doi.gov/doilearn Search “Reclamation Environmental Management Systems (EMS) Training”												

*(1)
4 - Mandatory
3 - Attain Job Proficiency
2 - Organizational need
1 - Developmental request

*(2)
4 - None
3 - Low
2 - Moderate
1 - High

*(3)
Multiply Importance Level x Proficiency Level to obtain Training Priority

PROFESSIONAL DEVELOPMENT/ CAREER DEVELOPMENT COURSES	Knowledge, Skills or Ability Required to Perform Task/Work Assignment	Importance Level *(1)				Current Proficiency *(2)				Training Priority *(3)	Training Class/Activity Projected Year Training Will Take Place		
		Recommendation: Provide cost estimates for each entry						FY 2012	FY 2013		FY 2014		
		1	2	3	4	1	2	3	4				

*(1)
4 - Mandatory
3 - Attain Job Proficiency
2 - Organizational need
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*(2)
4 - None
3 - Low
2 - Moderate
1 - High

*(3)
Multiply Importance Level x Proficiency Level
to obtain Training Priority

<p>Developmental Objectives: In order to assist managers in meeting the training objectives necessitated by a growing demand for collaborative skills at every level of the organization, the following examples are offered. Please keep in mind that collaborative skills are part of an increasingly complex continuum and in order to exercise the more complex collaborative skills, one must have mastered the prior level foundational skills. As an example, an employee may be in a position where Level Two collaborative skills are required, but shows no sign of having mastered even Level One skills. In order to correct this situation the manager may need to see the employee achieve mastery at Level One before providing training at Level Two.</p> <p><u>Collaboration Level Three</u></p> <p>Leading - Demonstrates openness to new ideas; is decisive; influences, inspires, motivates, and challenges others to accomplish goals aligned with the organization’s vision.</p> <p>Partnering - Develops networks, builds alliances, and finds common ground with a broad range of stakeholders.</p> <p>Creativity and Innovation - Strategic thinking is used to develop new insights into situations, apply innovative solutions, model collaborative behavior, and encourage creative thinking and innovation.</p> <p>External Awareness - Identifies and keeps up-to-date on key national policies and economic,</p>	<p>Description of Planned Developmental Activities (training, details, assignments, projects, etc.)</p> <p><u>Possible Training Solutions</u></p> <p>Great Plains Leadership mastery Workshop</p> <p>Executive Leader Program (Grad School)</p> <p>Reclamation Leadership Development Program</p> <p>Leadership for the 21st Century – Kennedy School of Government (classroom)</p> <p>Emotional Competence: Working with Others for Results – WMDC (classroom)</p> <p>Detail to a sister bureau or other agency</p> <p>Professional Networking – GoLearn (online)</p> <p>Creative Breakthrough: Innovating in Government – FEI (classroom)</p> <p>Developing the Strategic Leader – Center for Creative Leadership (classroom)</p> <p>Effective Executive Briefings – The Capitol Net (classroom)</p> <p>Power Thinking for Leaders: Assessing Your</p>	<p>Start Date</p>	<p>Estimated Costs</p>	<p>Evidence of Progress/Accomplishment</p>

<p>political, and social trends that affect the organization.</p> <p>Risk Taking - Initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.</p> <p>Conflict Management - Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.</p>	<p>Leadership Proficiencies and Improving Your Understanding of Critical Leadership Challenges - WMDC (classroom)</p> <p>Leading Strategically – FEI (classroom)</p> <p>IPA assignment to private institution/corp.</p> <p>Collaborating Across Organizational Boundaries FEI (classroom)</p> <p>Senior Managers in Government – Kennedy School of Government (classroom)</p> <p>21st Century Governance: Critical Skills for Leading and Sustaining Innovative Organizations – Kennedy School of Government (classroom)</p> <p>Developmental Assignment: Work with a Coach.</p> <p>Risk Management; or Facilitating Challenging Situations; or Defusing Aggressive Situations – GoLearn (online)</p> <p>Crisis Communication Training – The Capitol Net (classroom)</p>			
<p>Current and Ongoing Initiatives, Commitments, Involvements, Activities:</p>			<p>Employee’s Signature/Date:</p>	
			<p>Supervisor’s Name:</p>	
			<p>Signature/Date:</p>	

Implementation of this plan is dependent upon organizational priorities, workload, and budget constraints

Instructions for Use:

This form may be modified for developmental or leadership programs as long as the modified form contains all the elements on this form. Examples of modified IDPs include these developed in formal development programs (career intern, upward mobility, rotation engineer, VRA, etc.) and probationary supervisors.