Bureau of Reclamation - Great Plains Region
Individual Development Plan – Non-Supervisory Competency Level 2

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

*(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

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.	**Description of Planned Developmental Activities** (training, details, assignments, projects, etc.)	**Start Date**	**Estimated Costs**	**Evidence of Progress/Accomplishment**
<u>Collaboration Level Two</u>	**<u>Possible Training Solutions</u>**			
Stakeholder Orientation - Encourages regular communication with stakeholders to ensure that their needs are heard and addressed.	Great Plains Leadership Mastery Workshop Great Plains Career Path Workshop Great Plains Career Employee Workshop Collaboration Leadership Seminar – Creating and Building Relationships to Influence Programs – EMDC (classroom) Partnerships for Cooperative Conservation – DOIU (classroom) Communicating for Results – USDA (classroom) Conservation Partnership or Conservation Partnership in Practice – FWS (classroom)			
Teamwork - Consistently develops and sustains collaborative working relationships and contacts across organization and agency lines.	Detail to another region or in D.C. Bridging Organizational Cultures: Forging Alignment and Capitalizing on Differences – WMDC (classroom) Leadership and High Performance Teams –			

Interpersonal Skills – Is tactful, compassionate, and sensitive, and treats others with respect. **Influencing/Negotiating –** Persuades others; builds consensus, and facilitates "win-win" situations. **Problem Solving -** Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions and develop solutions. **Coordination -** Represents their own Office or Reclamation in accordance with delegated authorities. **Communication -** Is able to communicate effectively with all levels and types of organizations and audiences. Forms coalitions and networks to work towards collaborative	Center for Creative Leadership (classroom) Leadership Skills for Non Supervisors – USDA (classroom) Team Building and Team Leadership – WMDC (classroom) Alternative Dispute Resolution – USDA (online) GrassRoots Leadership: It's Your Ship (Empowering Your People to Share the Responsibility for Achievement) – WMDC (classroom) The Negotiation Process – SkillSoft (online) Leadership Communications Workshop (Motivating and Influencing for Success) – WMDC (classroom) Developmental Assignment: Shadow an effective leader. Essentials of Persuasion – SkillSoft (online) Managing Change – SkillSoft (online) Developmental Assignment: Participate on a problem solving team. Crisis Leadership Workshop – EMDC (classroom) Developing Rapport Through Communication – SkillSoft (online) Executive Communications Workshop: Representing Your Agency to External Audiences – WMDC (classroom) Effective Facilitation – SkillSoft (online) Developmental Assignment: Take a stretch assignment writing a position paper for the organization.			

solutions to resolve complex problems. **Conflict Resolution -** Applies formal methods in project management, managing conflicts, mediation, team building, facilitation, and negotiations to achieve results in a collaborative spirit. Analyze diverse viewpoints to make planning decisions and solve work problems.	Advanced Media Relations – The Capitol Net (classroom) Critical Thinking and Writing - The Capitol Net (classroom) Project Management Fundamentals – DOIU (classroom) Facilitative Leadership Seminar – WMDC (classroom) Overcoming Conflict With Communication – SkillSoft (online) Developmental Assignment: Work with a mentor. Conflict Resolution Skills: Effective Approaches to Resolving Conflict in the Workplace – WMDC (classroom)			

Current and Ongoing Initiatives, Commitments, Involvements, Activities:	**Employee's Signature/Date:**
	Supervisor's Name: **Signature/Date:**

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.