



INDIVIDUAL DEVELOPMENT PLAN

COMPLETION OF THIS INDIVIDUAL DEVELOPMENT PLAN DOES NOT GUARANTEE ANOTHER POSITION OR PROMOTION
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Employee Information

Name	_____		
Location/Department	_____		
Current Position	Assistant Director _____		
Pay Grade		Job Code	
Original Hire Date	November 14, _____	Start Date of Current Position	July 1, _____
Supervisor/Facilitator	_____		

Relevant Experience/Positions (FAMU)

Title	Division/Department	Dates
Assistant Director	_____	July, _____ - Present
Coordinator _____	_____	April, 2013 – June, _____
_____ Coordinator	_____	November, 2011 – April, 2013
_____ Manager	_____	February, 2008 – June, 2011

Relevant Experience/Positions (Other Than FAMU)

Title	Division/Department	Dates
Assistant to the Director	_____	February, 2002 – February, 2008



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Education

Degree/Level/Certification	School	Date Completed
Bachelor of Science – _____	_____	December, ____

Employee’s Career Desire

Next Position (0-2 Years)	Long Term (3-5 Years)
Associate Director _____	Director _____

Manager’s Assessment of Employee Career Desire

Next Position (0-2 Years)	Long Term (3-5 Years)
Associate Director _____ currently ready)	Associate Director level responsibility (currently ready) Director level responsibility (with development) Other positions with Leadership and Networking ability needed (currently ready)



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Review Date: 5/17/17

(Previous IDPs should be reviewed for progress on Plan)

COMPETENCIES

This Section should be filled out by the facilitator first then discussed with employee for employee's self-rating.

Competencies Needed For Career Desires						
Facilitator (Rater)		Employee's Self Rating				
<i>Rates Levels needed for Career Desire (i.e., Basic, Proficient, Advanced, Expert)</i>		Basic	Proficient: <i>Experienced</i>	Advanced	Expert	Opportunity Gap <small>(Difference EE vs. rater)</small>
Behavioral Skills						
	<i>Level Needed</i>					
Communication	Advanced			X		0
Conflict Management	Advanced		X			1
Results Orientation	Advanced			X		0
Problem Solving	Advanced		X			1
Continuous Learning & Self Improvement	Proficient		X			0
Project Management	Advanced			X		0
Innovative Practice	Proficient		X			0
Strategic Thinking	Proficient		X			0
Teamwork	Advanced			X		0
Leadership	Advanced			X		0
Technical Skills						
	<i>Level Needed</i>					
Networking/ Political	Advanced			X		0
Budgeting	Proficient	X				1
Add Appropriate skill (facilitator/employee)						
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Add Appropriate skill (facilitator/employee)						
Add Appropriate skill (facilitator/employee)						

Capability/Development Assessment

Demonstrated Strengths/Capabilities (Limit 4)*	Key Development Needs (Limit 4)*
Communication	Conflict Management
Results Orientation	Problem Solving
Project Management	Budgeting
Networking/ Political	

Summary of Meeting

Highlight key discussions recommendations and action steps regarding increasing or sustaining strengths, overcoming challenges, development needs and any progress from last career development meeting.

This section is to be completed by the manager.

Upon review, the manager and employee have identified areas that will help prepare them for their aspired positions. Strengths in communication; results orientation; project management; networking/political skills are strong for this employee. Possible areas of development are listed below.

Aspirations for Associate Director; Director and Executive Director require developing advanced behavioral skills. Among these skills are advanced conflict management and problem solving skills. In conflict management one must effectively identify contributing factors and root cause analysis, use approaches that will not alienate or enable those in the conflict; and actively engage those involved in coming to resolution. Because in management resolving conflict within the organization is a major task, this is a priority in developing a director. Equally important is problem solving, not only within one's expertise but in managing people and projects. One should know different tools for analysis and select the appropriate approach; apply systems thinking by understanding the consequences that an action in one area will have on another; and most importantly learn from the problem solving and synthesize the solutions to other related issues.

In the public sector an understanding of budgeting and budget management is crucial especially for Associate Director; Director, Executive Director. Of all the technical skills this needs to be developed to at least a proficient to advanced level. At a proficient level this includes: recognizing accurate data; and sound reporting and accounting of monies spent. At an advance level this includes: understanding the budget model used, presenting articulated request in a spreadsheet; reallocation tactics; retrenchment tactics, recognizing accurate data; and sound reporting and accounting of monies spent.



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Recommended Development Activities– Future Position

(To address a need/expand a strength)

Development Focus Area	Special Developmental Projects	Education & Training (Internal/External)	Identify who will Coach/Counsel	Other Activities (Mentoring, 360 feedback, etc.)
Conflict Management	Research and develop a conflict management presentation for your staff and other peers	Attend conflict management training	_____ ■	
Budgeting	<u>Develop budget for</u> ■		_____	



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Problem Solving	Find _____ to work through and implement a work flow process that needs to be improved _____	Find and attend problem solving training. Use online training available to you and review any relevant courses available.	_____	Volunteer on committees tasked with problem solving. For example: _____



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This section is for supervisor, talent pool availability, calibration exercise and succession planning only.

Succession Planning

Internal Potential Positions (Could serve as interim or apply- Filled by Facilitator /Supervisor)

Positions (0-2 Years)	Potential high-med-low	Long Term (3-5 Years)	Potential high-med-low
Interim Associate Director in <u>_____</u> areas,	Med-high	Interim Director or Executive Director (internal or external to the organization)	Med

Summary of Potential (rationale)

Highlight recommendations potential and current skills needed for serving in interim, temporary assignments or succession as internal applicant.
This section is to be completed by the manager.

This candidate has high levels of networking, synthesis and leadership potential and the willingness to understand and learn quickly the work, effort, and motivation required to push a mission or project forward.



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