

# End User: Individual Development Plans

## INTRODUCTION

This Job Aid will provide guidance for an end user to complete an Individual Development Plan (IDP) within GSA’s new Online University which is utilizing the Cornerstone Learning Management System.

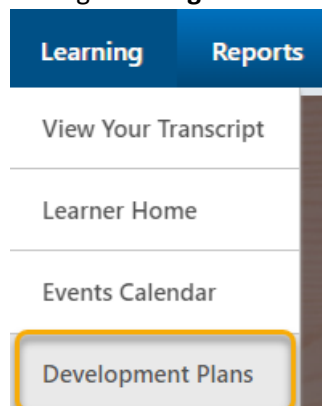
Please note: What is saved in the system, stays in the system. Take consideration as to how you populate open fields like descriptions, objectives, and comments.

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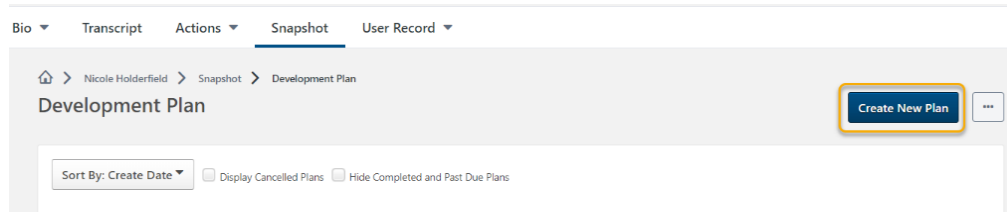
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## CREATING AN IDP

1. Navigate to your **Development Plans** by selecting **Learning** from the top navigation, then **Development Plans**.



2. Click **Create New Plan**.



3. Place a title for your plan in the **Plan Title** text box.
4. Select a **Category** from the drop down menu.
5. Include a description of your IDP.

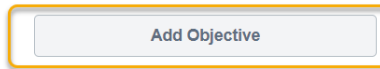
## Add Objectives

1. In the **Development Objectives** area of the **Create a Plan** page, click **Add Objective**.

### Development Objectives



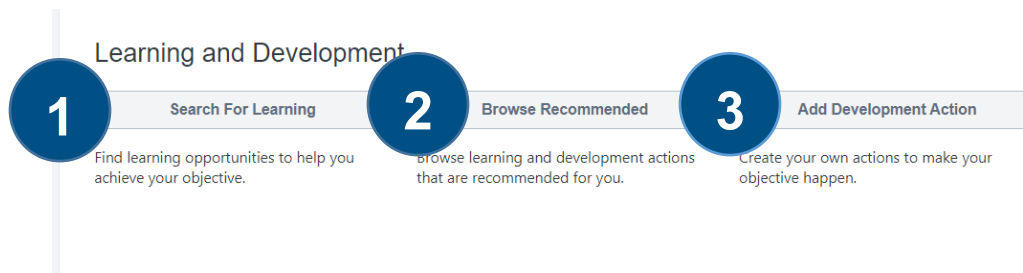
There are no development objectives. Would you like to add one?



2. In the **Add Development Objectives** provide the following:
  1. An **Objective Title**
  2. The **Category** the objective

### Associate Training

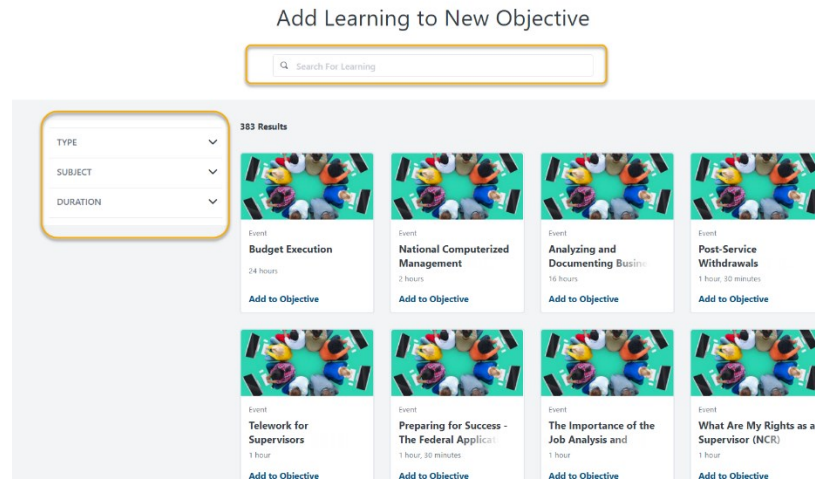
Associate training with the objective you want to complete. You are able to associate training in three ways; Search for Learning, Browse Recommended, and Add Development Action.



## 1) Search for Learning

Provides the training available within Online University.

1. To find a specific training, use the top search bar, or browse training by type, subject or duration.



2. Upon finding an appropriate learning object, select **Add to Objective**.



3. Once all learning objects are selected, click **Return to Objective** found at the bottom of the page.

## 2) Browse Recommended

Within the **Recommended Learning & Development Actions for New Objectives**, page you can filter the selections by using three options.

1. Competency Model
2. Competency Assessment
3. Continue Learning

### *Competency Model*

Competency Model allows you to select a model with training associated with the competencies within the model itself.

### *Competency Assessments*

Competency assessments display training recommended after completing a competency assessment. At this time, this option is not implemented at GSA.

### *Continue Learning*

Continue Learning includes any training you are currently registered for and in progress as well as any SF-182s or External Trainings on your transcript.

1. Upon finding an appropriate learning object, select **Add to Objective**.



2. Once all trainings are selected, click **Return to Objective** found at the bottom of the page.

### 3) Add Development Actions

Allows input of various activity types which take place externally from Online University.

1. Populate the Description
2. Select an Activity Type
3. Identify a Due Date
4. Track ongoing % of progress


#### Development Action

Description\*

Activity Type

Conferences ▼

Due Date\*

Progress

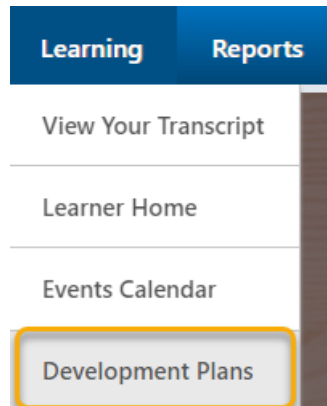
4. Upon completion of associating training to objectives, additional objectives can be added by repeating the process until all objectives are associated.

## DEVELOPMENT PLAN ASSIGNMENT

1. The plan can be assigned to self only, or custom assignment in which selected users can be identified.
2. Once completed, select **Submit Plan**.
3. Your plan will then be listed as **Pending Acceptance Approval** by your manager; however you are able to complete the items within your plan while in this status.

## COMPLETING YOUR IDP

1. Navigate to your **Development Plans** by selecting **Learning** from the top navigation, then **Development Plans**.



Alternatively, you can access the **Development Plan** by clicking on **Universal Profile**, then **Snapshot**.

2. Click on the plan title.
3. In the **Development Objectives** area of the plan, depending on your training types, you can update your progress, launch training, or edit External Training or SF-182 items as needed.
  - a. **Development Actions** Progress can be updated by sliding the progress bar to show the current status of the Development Actions listed.



- b. **Web-based Training** Training can be launched from the development plan for completion. If a training has been completed within the transcript, the status of the training is carried over to the development plan. You can also view the training material within the development plan.
  - c. **External Trainings/SF-182** External Trainings or SF-182s are reviewed or modified within the development plan (dependent on current status).
4. Objective comments are added by yourself or your manager by clicking **Add a Comment** below the selected Development Objective.
  5. Overall Plan Comments are added by yourself or your manager by clicking **Add a Comment under Plan Comments**.
  6. Attachments such as certificates or transcript histories from another system are added by clicking **Upload Attachment** in the **Attachments** area.