

Module 2

Prepare Phase Responsibilities

What Is Your Role in the First Two Phases?

- The Individual Development Planning process begins with planning and preparation.
 - A good time to start the planning for the IDP process is at the start of a new performance cycle.
 - In the first phase of the IDP process you will assist your employees as they prepare to create their Plans.

What Is Your Role in the First Two Phases (cont.)?

- There are 3 steps for supervisors in the **Prepare** phase:
 - Evaluate Skill Needs
 - Review Goals
 - Suggest Development Activities
- In the second phase, **Create**, the employee will use the information from the **Prepare** phase to create a draft IDP in SATERN.

Evaluate Skill Needs

- As a supervisor, you will assess the employee's skills and expertise in relation to current and future job requirements.
- Your discussion with the employee regarding your observations of strengths and weaknesses, as well as resulting skill gaps, will help the employee to develop goals for the IDP.

Evaluate Skill Needs (cont.)

- Questions to address with the employee:
 - What job skills does the employee need to acquire or improve upon?
 - What new competencies and abilities should the employee develop?
 - How is the organization (e.g., division, office, branch) expected to change? How can the employee develop new skills for these changes?
 - What are the development priorities or areas of focus?

Review Goals

- Based upon your discussion regarding skill gaps and priorities, the employee may create short-range, mid-range, and long-range development goals for the IDP.
- Questions to ask as you review employee goals:
 - Do these goals reflect the current and changing job requirements?
 - Do the goals support NASA's mission and strategy?
 - Do the goals address the growth needs of the employee and the changing needs of the organization?
 - Are the goals realistic and the time frames appropriate?

An IDP is designed to benefit both the employee and the Agency.

Suggest Development Activities

- Employees may need help in identifying appropriate development activities.
- Supervisors are responsible for acting as a resource for exploring development options.
- Your functional knowledge and knowledge of Agency programs can assist your employees in developing strategies to achieve development objectives.

Suggest Development Activities (cont.)

- Questions to Consider:
 - What development options will best address employee needs?
 - What other resources are available to assist the employee (e.g., career counselors)?
 - Are there funding or timing limitations or restrictions?
 - Do the development activities identified include a variety of learning options (e.g., job enrichment, online classes, conferences)?

Checkpoint: Is Your Employee Ready to Create a Draft IDP?

- ✓ You have given the employee feedback and helped to prioritize skill gaps and development needs.
- ✓ You have discussed the most appropriate goals and the development activities that best support them.

Next Steps:

- The employee will now use the information from your discussions to create a draft IDP in SATERN.
- After the IDP has been created, you will meet with your employee to review and discuss the draft before it is finalized.