

Personal Development Plan (PDP) Process



BACKGROUND

The Personal Development Plan (PDP) helps HHHunt team members at all levels to identify opportunities to increase skill sets and develop capabilities to align with the critical behavioral needs of the company. With performance defined as *the effectiveness of an individual in demonstrating the organization's values and brand promises and meeting or exceeding the expectations of their current position*, the PDP is a tool for managers and their employees to periodically agree upon individual development objectives and to be mutually accountable for achieving those objectives. Of course, each individual is ultimately responsible for their own development and career.

While PDPs can be created at any point, the ideal time to establish the plan is immediately after completing your first Cme Check-In. This is applicable for both current and new employees. The PDP objectives may consist of education or experience to build functional or technical skills necessary to achieve company metrics or to develop behaviors needed to be more effective in the employee's current position or to prepare for potential future roles. During the course of the year, the manager and team member should discuss, at least quarterly and ideally during Check-In meetings, the employee's progress toward the achievement of the agreed objectives noted on the plan.

GUIDELINES

- The first section of the PDP requires information relevant to you, both in your current role and in regards to your employment history. Please fill this out, including any awards, certifications, and recognition that may be relevant to your personal accomplishments and development needs. Plan Periods can be as short as three months or as long as 12 months. Going out further is not recommended.
- The Career Goals portion requires introspection on your part. Consider your career goals (the **Career Choices** resource document may be a helpful reference here) and indicate 1-2 realistic goals for this phase of your career (Now implies \leq 12 months), as well as your ultimate career aspirations (Future implies $>$ 12 months).
- Based on current role, skill set, and career goals, you will identify 1-3 development objectives to work on during this plan period.
- An objective should be a skill, behavior, or goal selected based on both the needs for the team member's current role, as well as their interest and aptitude for further opportunities: the importance of the manager-employee relationship and discussions regarding the PDP cannot be emphasized enough! Please see **Development Conversation Guidance for Managers** resource document for further tools to maximize this conversation.
- The action plan is structured using the "70/20/10" model of development, which was developed at the Center for Creative Leadership and has become a standard tool for effective development plans.
 - 70% of your best development will occur through purposeful on-the-job experiences
 - 20% is with exposure to coaching, feedback, mentorship, or networking
 - 10% is through formal learning channels.

You do NOT need actions under each of the % categories for each objective. You can find further information in the **70-20-10 Rule** resource document.

- All action items for the development plan should be in SMART (specific, measurable, achievable, relevant, time-bound) format.

- Results achieved should be updated throughout the process, at least monthly, to capture progress and achievement.

ADDITIONAL RESOURCES

- Development Conversation Guidelines for Managers
- 70/20/10 Rule
- Career Choices
- PDP single page view (please see the word document on EagleNetv3 for workable form)