Your development plan helps guide and provide structure to your professional growth. Note that development items will not be assessed and can be edited or updated at any time from the Development Items tab in the Performance section of your Employee Profile.

Consider both short-term and long-term development when crafting plans.

You are encouraged to discuss this plan with your leader and others (HR Business Partner, mentor, etc.) to seek feedback and to broaden awareness.

NOTES:

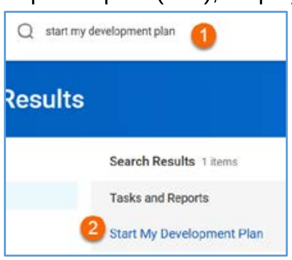
- **You are encouraged to seek feedback from others prior to starting your development plan. See "Get Feedback" Workday QRG for more information, or contact your HR business partner for support.**
- If you started your development plan but clicked Save for Later before submitting, you'll see an item in your Workday inbox that will take you back to your plan for completion and submission.
- If you completed the Start My Development Plan process by clicking Submit, your development plan is viewable and printable from your employee profile, but cannot be deleted from your profile.
- Even though development *plans* cannot be deleted once complete, development *items* can be updated/deleted at any time.

START MY DEVELOPMENT PLAN

To get started with an individual development plan (IDP), employees have two options:

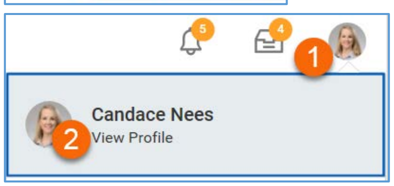
From Home page:

1. Type "Start My Development Plan" into Workday search bar
2. Click **Start My Development Plan** in task list **OR**

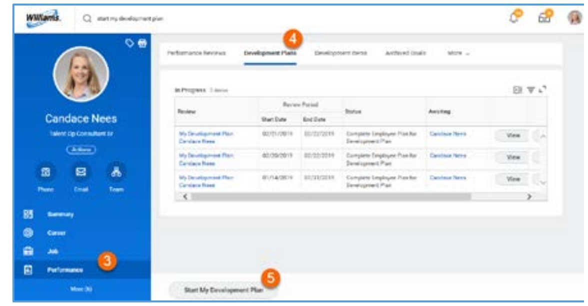


From Home page:

1. Navigate to Profile icon
2. Click **View Profile**. Employee Profile page displays



3. Click **Performance** in worker profile
4. Click **Development Plan** from top tabs
5. Click **Start My Development Plan**

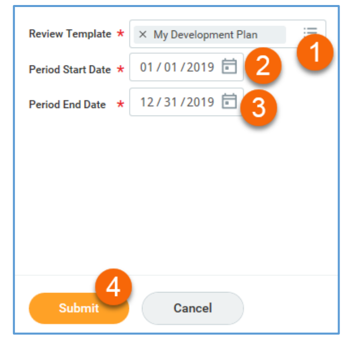


CREATE DEVELOPMENT PLAN

1. Select appropriate template from dropdown – My Development Plan
2. Enter plan Start Date
3. Enter plan End Date

   NOTE: These dates will vary by employee. If preferred, input today's date as both start date and end date. If you have multiple development plans, Period Start Date and End Dates cannot be identical.

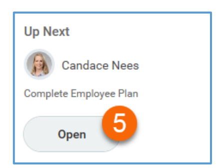
   NOTE: As noted by red asterisks, selection of template and start and end dates are required.



4. Click **Submit**

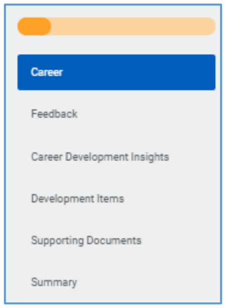
   NOTE: After clicking Submit, process launches and development plan appears in worker profile as "In Progress".

5. Click **Open** to continue with development plan creation



6. Click **Next** to navigate through multiple sections of plan

7. Click pencil icon to edit each item

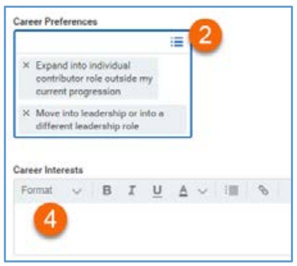


REVIEW/EDIT CAREER SECTION

Some data may already be populated if you have previously completed your Career Profile previously. Review and Edit as needed. Information updates flow back to Employee Profile.

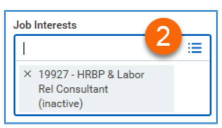
CAREER INTERESTS

1. Click to edit
2. Click the prompt icon to select a Career Preference from dropdown
3. Select all preferences that apply
4. Enter Career Interest notes to provide context
5. Click to save



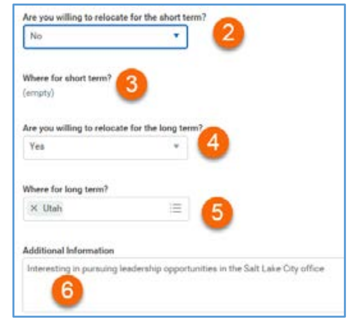
JOB INTERESTS

1. Click to edit
2. Click the prompt icon to select a Job Preference from dropdown
3. Select all preferences that apply
4. Click to save



RELOCATION PREFERENCES

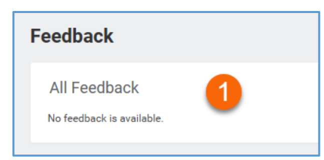
1. Click to edit
2. Select Short Term relocation preference from dropdown (yes/no)
3. Select state(s) willing to relocate short term from dropdown. Pick all that apply.
4. Select Long Term relocation preference from dropdown (yes/no)
5. Select state(s) willing to relocate long term from dropdown. Pick all that apply.
6. Enter Additional Information as context
7. Click to save
8. Click **Next** to navigate to next section



REVIEW FEEDBACK SECTION

Any feedback previously received appears for consideration and reflection

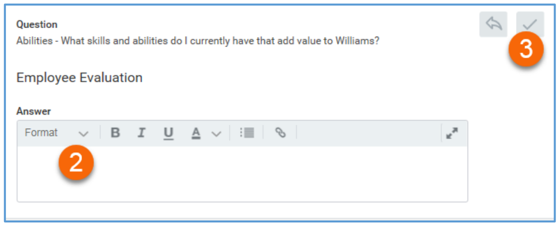
1. Review as appropriate
2. Click **Next** to navigate to next section



EDIT CAREER DEVELOPMENT INSIGHTS SECTION

These self-reflection questions are free text fields that allow input of robust and contextual responses if desired.

1. Click to edit each question response
2. Enter reflective response
3. Click to save
4. Repeat for each question
5. Click Next

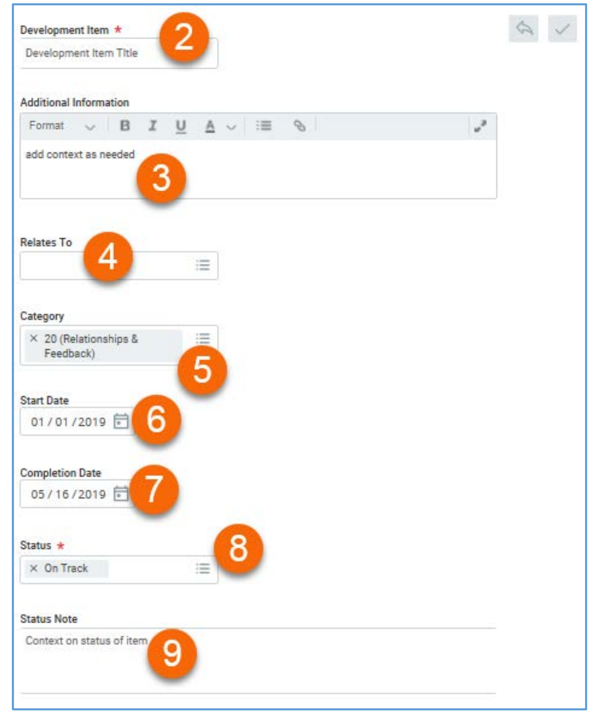


ADD DEVELOPMENT ITEMS

Items added in this section also appear on Worker Profile > Performance > Development Items and can be edited, statused or deleted from there.

When creating development items, remember the 70-20-10 model: 70%: Job-related experiences, 20%: Interactions with others, and 10%: Formal learning

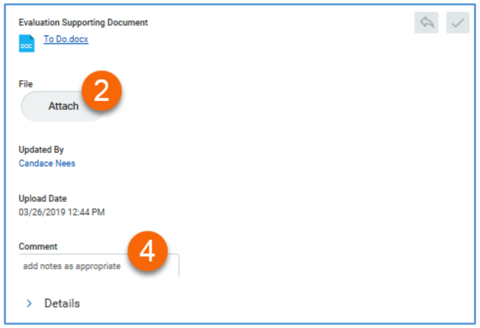
1. Click **Add**
2. Enter **Development Item** Title. Use SMART approach as possible.
3. Enter **Additional Information**. Describe item more fully or add additional context.
4. Select all **Relates To** items that apply from dropdown. Use to note if relates to development of specific competency and/or is in support of a job interest.
5. Select 70/20/10 **Category** from dropdown.
6. Enter **Start Date** of item
7. Enter **Completion Date** of item (when appropriate)
8. Select **Status** from (REQUIRED)
9. Enter **Status Notes** related to item
10. Click to save OR **Add** to continue to add items
11. Click Next



ADD SUPPORTING DOCUMENTATION

Attach desired supporting documents to development plan – e.g., prior development plans, feedback received outside Workday, prior assessments, etc.

1. Click **Add**
2. Click **Attach**
3. Select File
4. Enter comments as appropriate
5. Click to save
6. Click Next



SUBMIT DEVELOPMENT PLAN

1. Review Summary of Development Plan
2. Click **Submit** to Save OR **Save for Later** to continue editing at a later time

NOTE: If you edit or delete development items from Worker Profile > Performance > Development Items, they will NOT be edited or deleted from any development plan.

UPDATE DEVELOPMENT ITEMS

When development plans are submitted, development items are created and can be edited, statused or deleted from Worker Profile > Performance > Development Items.

From Home page:

1. Navigate to Profile icon
2. Click **View Profile**. Employee Profile page displays
3. Click **Performance** in worker profile
4. Click **Development Items** from top tabs
5. Click to edit

   NOTE: Click Details to expand and view additional item information, including Status Note
6. Click to delete
7. Click **Add** to create additional items