

## INDIVIDUAL DEVELOPMENT PLAN (IDP)

TRAINEE NAME:

SUPERVISOR NAME:

TRAINEE POSITION & GRADE:

TARGET POSITION & GRADE:

DATE ENTERED PROGRAM:

ESTIMATED DURATION OF TRAINING:

OBJECTIVE: Provide developmental training along with on the job work experience in order to assist higher graded specialists in performing work of the organization.

PROGRESS REPORTS: The supervisor will submit progress reports on the following dates (every 3 months)

- (1)
- (2)
- (3)
- (4)

The supervisor will complete technician performance standards and appraisals in accordance with TPR 430 and NE TPR 430.

TRAINING PLAN:

A. FORMAL INSTRUCTION: The following courses will be completed during the training period. These courses may be resident training courses or correspondence courses.

- (1)
- (2)
- (3)
- (4)
- (5)

B. ON-THE-JOB TRAINING (OJT): During the period of on-the-job training, assignments will be performed under the supervision and guidance of a higher-level technician or supervisor. Detailed guidance and instructions will normally be provided before the start of each new work assignment. Supervisory controls will be reduced as proficiency is gained in each task.

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)
- (9)
- (10)
- (11)
- (12)
- (13)
- (14)
- (15)
- (20)
- (21)
- (22)
- (23)
- (24)
- (25)

C. FLEXIBILITY PROVISIONS: Supervisors will ensure all training is accomplished within the specified dates in the training plan. Adjustments can be made for emergency reasons or if classes are unavailable. These adjustments are deviations in time only, not training objectives.

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

TECHNICIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

HR COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

