



GRAND TRAVERSE COUNTY PROFESSIONAL DEVELOPMENT PLAN

FOR

MEETING DATE _____ TIME _____ LOCATION _____

The PROFESSIONAL DEVELOPMENT PLAN is an action plan outlining an employee's career goals. The PDP process provides an opportunity for collaborative, two-way communication between supervisors and employees. Properly planned and executed, this process fulfills a variety of purposes such as:

- C improving productivity by providing constructive feedback on job processes
- C identifying training and development needs
- C clearly communicating what is expected of the employee and the supervisor
- C fostering mutual understanding and commitment regarding expectations and goals
- C ensuring that the employee's development plan links with the department's / County's strategic plan

TIPS TO HELP YOU PREPARE FOR YOUR PROFESSIONAL DEVELOPMENT PLAN MEETING

- C **Prepare for the meeting at least two weeks in advance.** Jot down the items that you would like to discuss at the meeting. If you need help on what to talk about, the back page includes a list of topics.
- C **Schedule the meeting, planning for approximately one hour to complete.** The meeting should be held at a convenient time and location where there will be no interruptions. To reduce anxiety about the process, participants in the pilot program recommended holding the meeting in a neutral site.
- C **This meeting is a two-way communication process.** It is the responsibility of both the employee and the supervisor to ensure the success of this meeting. The supervisor should ask how they can help the employee succeed on the job, while the employee should take the initiative to schedule the planning meeting if the supervisor has not done so.

Both individuals can contribute to keeping the meeting productive and tensions to a minimum. Focus the discussion on job-related, strategic planning or skill competency objectives. The resulting employee plan will reflect a blend of employee and supervisory input. Fill out the form together at the meeting.

- C **Close the meeting on a positive note.** If there are still open issues at the end of the meeting time, immediately set up a second meeting. Both the supervisor and the employee need to have closure on the meeting.
- C **Remember that this process does not stop at the end of your meeting.** Communications and feedback should be ongoing throughout the year. Schedule to meet periodically throughout the year to discuss the progress of the development plan and to make changes as circumstances change.

The EMPLOYEE DEVELOPMENT PLAN process is NOT a disciplinary tool. If an employee is not performing to the standards of their classification, contact the Human Resources Department for assistance and additional information.

**WORKSHEET
SUGGESTED TOPICS FOR DISCUSSION**

- C Review the employee's classification description and task list.
- C Performance overview and accomplishments since the last meeting.
- C Long-range and short-term career goals, job development or improvement, including a discussion on training needs.
- C Discussion of the County's mission and the employee's role in that mission.
- C Discussion of the Principles of Quality and how these principles are carried out in the employee's department.
- C The department's strategic plan and where the employee fits into the plan.
- C What can the supervisor do to help the employee do his or her job more effectively?
- C How can the supervisor improve the work relationship with the employee?
- C What can make this process more meaningful?
- C Upcoming changes within the department; i.e., staffing, procedures, technology, funding, mandates
- C OTHER NOTES:

PROFESSIONAL DEVELOPMENT PLAN for _____
DEPARTMENT: _____ **DATE:** _____

Assess your skills, behaviors, and equipment needs as they relate to your job. A good way to approach this step is by reviewing your job task list (it's time to create a job task list, with your supervisor, if none exists). Use as many or as few rows as you need.

Performance Objectives - What are you trying to accomplish? Performance objectives will be successful if they are: <ul style="list-style-type: none"> ◦ specific and clear ◦ realistic and achievable ◦ motivating and enriching to the employee ◦ geared toward increasing productivity and performance of the department 	Skills, Behavior & Equipment - Identify skills and/or behaviors you would like to improve upon or that are needed to be successful. For example, if better communication is the objective, what changes do you need to make? It might mean training, regular staff meetings, computer updating.	Action Plan Steps - What steps must you take to accomplish your objective? It helps to be specific. Set up timelines, and who is responsible for each step of the process.	Anticipated Results - How will you tell whether you are successful in your objective? What do you hope to achieve? Do your results link with the department's and county's goals?	Target Date	Date Completed

Review this plan with your supervisor. Your supervisor can provide you guidance on the best way to achieve your goals and ensure that your goals fit the department's objectives, and, if money is needed, your supervisor can budget for that purpose.

Employee's Name and Date

Supervisor's Name and Date

Dept. Head Review (Initial and date)
(Supervisor's responsibility to get this)

- KEEP THE ORIGINAL
- MAKE A 2-SIDED COPY OF THE TWO INSIDE PAGES ONLY FOR YOUR SUPERVISOR AND/OR DEPARTMENT HEAD

° SUPERVISOR: COMMUNICATE ANY TRAINING NEEDS TO HUMAN RESOURCES - WE MAY BE ABLE TO COORDINATE TRAINING WITH OTHER DEPARTMENTS OR SUPPORT YOU IN PROVIDING THE TRAINING.