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## Creating Employee Development Plans

This session will teach you how to identify your development needs and incorporate these needs into your EDP, as well as guide you on how to ensure that your learning activities are meaningful and successful.

### Program Content:

#### **Our Vision, Mission, Values and Behaviours**

- Our Vision
- Our Mission
- Our Values

#### **Introduction**

- Program Objectives
- Your Objectives

#### **Employee Development Plan (EDP)**

- What is an Employee Development Plan (EDP)?
- Why Do You Need an EDP?
- What Should My EDP Include?

#### **How Do I Use the EDP Form?**

- Determining Development Needs in Your Current Job
- Identifying Your Future Options
- Linking Your Development Goals to Organizational Goals
- What Is A Priority and How Do You Know It Is?
- S.M.A.R.T. Goal Setting
- Preparing an Action Plan for Success
- Keeping the Plan Flexible – “A Work in Progress”

#### **How to Ensure Success**

- Learning Styles
- Identifying and Selecting Learning Options
- Communicating Your Plan to Your Manager
- Focus on Results
- Applying What You Have Learned to Your Work
- Tracking and Monitoring Progress
- Supports Available – Your Supervisor, the Organization