



Basics

- **Cycle**
 - Parallel fiscal year – May 1, 2009 to April 30, 2010
- **Form**
 - Competencies to be taken from PMP Dictionary (second column of form)
 - Action Plan now includes dates for developmental activity

Timelines

- **End of Year Reviews**
 - To be based on activities attended between May1, 2008- May 1, 2009
 - To be submitted to Training & Development Manager by **July 15, 2009**
- **Planning**
 - Items on current IDP to occur after May 1, 2009 should be transferred to the new 2009-2010 IDP
 - To be submitted to Training & Development Manager by **July 30 , 2009**

PMP Link

- **Job-Focused Learning competency**
 - Required competency on all FAS PMP's,
 - ◆ Supports FAS Value of “Non-stop Learning”
 - Behavioral Indicators to include:
 - ◆ Seeks out opportunities to gain additional operational exposure and experience.
 - ◆ Identifies and pursues areas for development and training that will ensure job performance.
 - ◆ Selects appropriate development activities from a range of competing alternatives and pursues them.
 - Tracking Source is IDP worksheet
- **Third section of PMP**
 - Performance Outcomes
 - Competencies
 - **Individual Development Plan**

Required on IDP's

- **FAS General Requirements**
 - **All** FAS Supervisors/Managers must have at least one IDP item regarding developing/improving supervisory/managerial skills
 - ◆ Supervisory development can Include:
 - Active participation in a professional association
 - Traditional Training
 - Conferences
 - Leading an AU or FAS team
 - **All** FAS Staff must have at least one IDP item identifying an HR training program to complete
 - ◆ HR training calendar can be found on the portal under:
<http://www.american.edu/training/>



■ **OFT/FAS Training**

- Mandatory HR training for all FAS Staff
 - ◆ only required for staff who have not yet completed the required training programs
 - **Requirements for Supervisors/Managers:**
 - Employment Policies: What Every Manager Needs to Know
 - PMP Orientation
 - Setting Meaningful Performance Goals
 - Coaching
 - Appraising & Rewarding Performance
 - Preventing Harassment, Promoting Respect
 - Diversity Awareness
 - Creating A Service Culture
 - Service Plus
 - Financial Services Training (FAS course)
 - Individual Development Plans (FAS course)
 - **Requirements for Staff:**
 - PMP Orientation
 - Service Plus
 - Preventing Harassment, Promoting Respect
 - Lotus Notes - Beginners
 - Individual Development Plans (FAS course)
- Templates located at:
 - <I:\Operations\Training & Development\Individual Development Plans\IDP Templates-Forms-Examples>

■ **Safety Training**

- For **FM**, must be on IDP's for individuals until they have completed all safety requirements for FAS.
 - ◆ **Requirements for Supervisors/Managers:**
 - Hazard Communication
 - Asbestos Awareness
 - Confined Space
 - BBP-PPE
 - Lock-Out Tag-Out
 - Supervisory Safety-OSHA Outreach
 - ◆ **Requirements for Staff:**
 - Hazard Communication
 - Asbestos Awareness
 - Confined Space
 - BBP-PPE
 - Lock-Out Tag-Out
- Templates located at:
 - <I:\Operations\Training & Development\Individual Development Plans\IDP Templates-Forms-Examples\Safety\IDP For Required Safety Training-Staff>
 - <I:\Operations\Training & Development\Individual Development Plans\IDP Templates-Forms-Examples\Safety\IDP For Required Safety Training-Supervisors>



Tools

- For **AuxS, FA, & OUA**, must be on IDP's for individuals until they have completed all safety requirements for FAS.
 - ◆ **Requirements for Supervisors/Managers:**
 - Hazard Communication
 - Supervisory Safety-OSHA Outreach
 - ◆ **Requirements for Staff:**
 - Hazard Communication
- Template located at:
- <I:\Operations\Training & Development\Individual Development Plans\IDP Templates-Forms-Examples\Safety\>

■ **IDP Form**

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■ **Universal Templates**

- Templates can be created for individual unit's training initiatives upon request
 - ◆ **New Employee:**
<I:\Operations\Training & Development\Individual Development Plans\IDP Templates-Forms-Examples\Staff Templates\IDP-New Employee>
 - ◆ **New Supervisor:**
<I:\Operations\Training & Development\Individual Development Plans\IDP Templates-Forms-Examples\Staff Templates\IDP-New Supervisor>

Reminders

- Be sure to include the following activities on IDP's:
 - Safety Team
 - Vision Team
 - Vision Recognition Team
 - Campus Beautification Day Team
 - CMMS Team
 - Retreats
 - Association Involvement
 - Staff Council
 - AU Strategic Planning Team
 - Other Ad-Hoc Teams
- Be sure to include on IDP's:
 - Timeframes and specific dates for Action Plan
 - Costs and expenses (estimates are good) for Action Plan
 - Projected Outcomes
 - Projected Outcomes for this performance year only
- Items not identified on an IDP may not get approved during the fiscal year.
- Items identified on an IDP do not guarantee approval or funding.



- Training & Travel, remember:
 - DC Metro area, including Baltimore, considered LOCAL and not reimbursable for travel
 - Include all cost of traveling to training – form of travel, lodging, meals, ground transportation
 - Must have itemized-detailed receipts for all reimbursable spending on travel, including meals, transportation and hotel
 - If meals included in cost of training, meal allowance not provided
 - Phone and internet expenses not reimbursable
 - Rental cars must be approved prior to training by Supervisor and Training & Development Manager
 - All travel reimbursements are to be submitted and approved by the Training & Development Manager