**Academy Professional Development Program Guide**

[**Update Profile** 1](#_Toc314656485)

[**How to access to PDP** 1](#_Toc314656486)

[**How to complete the tabs for IDP** 2](#_Toc314656487)

[**View your IDP** 3](#_Toc314656488)

[**View PDP Supervisor Console** 3](#_Toc314656489)

[**Approving IDP Form as Supervisor** 3](#_Toc314656490)

[**View PDP Library** 3](#_Toc314656491)

[**Add User Added Learning Events** 4](#_Toc314656492)

**Update Profile**

(if not automatically there upon login)

 Roll mouse over **My Workspace**

 Roll mouse over **My Account**

 Click **Edit Profile**

 Be sure to complete each of the tabs on the left

 Click **Save**

**How to access to PDP**

Roll mouse over **My Workspace**

Roll mouse over **Professional Development Program**

Click **Current PDP** (Tab 1 will have the PDP)

To expand the view of the PDP, click the box next to **Learning Elements**

Click **Refresh PDP**

Click on the +plus signs next to the Models and Core Competencies to expand them

Red boxes  indicate Model Competencies (click on the box for description)

Blue boxes  indicate Core Competencies (click on the box for description)

Black boxes  indicate KSAs

icon indicates Learning Elements (To learn more about the Learning Elements, click on the title of the element)

**How to complete the tabs for IDP**

\*Click on each of the tabs and fill in the required information to create your personal IDP

**Tab 2: Career goals**: Type in your short and long term goals

**Tab 3: Training and Development Completed:** This is a list of training and/or development work you completed through the Academy or entered as User Added Learning Events. (This does not include training you may have completed prior to 2003).

**Tab 4: Developmental goals:** Enter your goals and include educational, training and/or resources you need to reach that goal and finally enter your desired outcome in regards to your goals.

**Tab 5: Career broadening goals:** Include any development assignments you would like to participate.

**Tab 6: 5-Year Development Plan Tab:** Click on the tab 5-year Development Plan to choose Learning Elements to add to your IDP.

To add a new element, Click **GO** next to **Edit Five Year Development Plan**

Type a key word in the Search Text box

*(Optional: Select which Content type from dropdown)*

Click **Search**

Click on the box next to the Title you wish to add to your IDP

Click the drop down arrow at the bottom of the page to select the Year and click **Add To**: to add it to your IDP

*[NOTE: You can only add items one page at a time to one year at a time]*

Continue adding Learning Elements and the timeframe you choose

Click **Return** to see your 5-year plan

Remove items by clicking on the box next to the title and click the **Delete Selected** button at the bottom of the page.

Move selections around once you have them listed by clicking on the box next to the title and choosing what year to move them to from the dropdown (on bottom) and click **GO**.

You can also add Installation Specific Learning elements by clicking **Edit Five Year Development Plan** and click the tab **Add Custom learning elements**, type in the name of the training (i.e. POSH, AT-Level 1) and click **Add.**

Click **Return** to see it on your 5-year plan.

**Tab 7: Signatures:** Make sure your supervisor’s information is correct (if it’s not have them update their profile).

Select a date

Select **Save**

Select **Send IDP to Supervisor**

**View your IDP**

Roll mouse over My Workspace

Roll mouse over Professional Development Program

Choose Current IDP

You can print or save to desktop

(to make changes, return to Current PDP)

**View PDP Supervisor Console**

Roll mouse over My Workspace

Roll mouse over Professional Development Program

Click **Supervisor Console**

See list of employees you supervise

***NOTE:*** *If employees are listed that you don't supervise then the employee needs to update profile to remove you as supervisor*

*If employees are missing the users either don't have an account or haven't selected you as a supervisor - account registration and or profile update is required*

Using drop-down menu on right, select to view your employees IDP, PDP or Transcript.

Click **GO**

Located under tabs use Breadcrumbs to return to Supervisor Console to select another action: **Home** **>>** **My Workspace** **>>** **My Career** **>> Supervisor Console**

**Approving IDP Form as Supervisor**

Roll mouse over My Workspace

Roll mouse over Professional Development Program

Click Supervisor Console

See list of employees and who your employees may supervise by clicking + on left

On right hand side of page under Action, select "View User IDP" from dropdown, select **GO**

IDP will launch in new window

Scroll down to bottom of form after you review

Click **Approve** or **Deny**

If you click **Approve** an email is generated to your employee notifying of approval status

If you click **Deny** an email is generated requesting employee contact you to discuss IDP

**View PDP Library**

Roll mouse over **My Workspace**

Roll mouse over **Professional Development Program**

Click **PDP Library**

Click **Search** to search **ALL** PDPs

Type key word in "search text field" and click **Search** to find specific PDP

On right select "Preview PDP" click **Go**

Check **Learning Elements** boxand click **Refresh PDP** to view with learning elements

Then click **** to expand each competency to view KSAs and Learning Elements

**Add User Added Learning Events**

Roll mouse over **My Workspace**

Select **My Transcript**

Click on **Personal Learning Events** tab

Click **GO** next to “Manage Personal Learning Events”

Click **GO** next to “Create New Learning Event”

Fill in all necessary fields (all fields with \* are required)

Click **Create**

You will receive an email confirming your training has been added.

An email will also be sent to your supervisor