PROFESSIONAL DEVELOPMENT PROGRAM USER'S GUIDE

Table of Contents

Website 101

Before beginning please note the following about using the IMCOM Academy Website:

1. A blue asterisk indicates a required field
2. When navigating the site "hover" rather than click until you get to your final destination. At that time click on where you want to go.
3. Avoid using the "back" button on your browser. To return to a previous screen look for the **Return** button or use the "Breadcrumbs." Breadcrumbs refer to the black letters at the top of each screen which highlights what part of the website you are currently accessing.
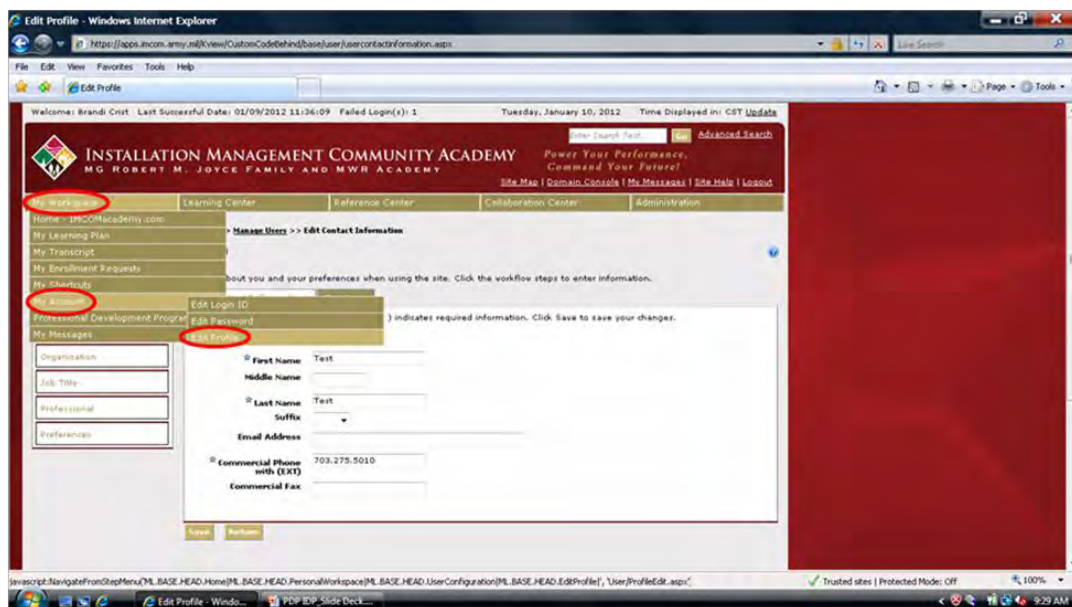
Update Profile

In order for your PDP to populate correctly it is essential you have your profile information correct. Please Ensure your profile is updated by completing the following steps.

If you are not automatically there upon login, perform the following steps:
Roll mouse over **My Workspace**.
Roll mouse over **My Account**.
Click **Edit Profile**.

Click on each of the tabs on the left and complete/update the information shown as needed. Click **Save** after completing each tab**.**

Note: When selecting your job title only select a job title with ******* next to it

Access Professional Development Plan (PDP)

The Professional Development Plan is a job specific "menu" that helps you select individual items to add to your IDP. Your PDP will highlight trainings, books, and other resources to assist you in your career development. Before creating your IDP you will want to review your PDP and look for items that you would like to add to your IDP.
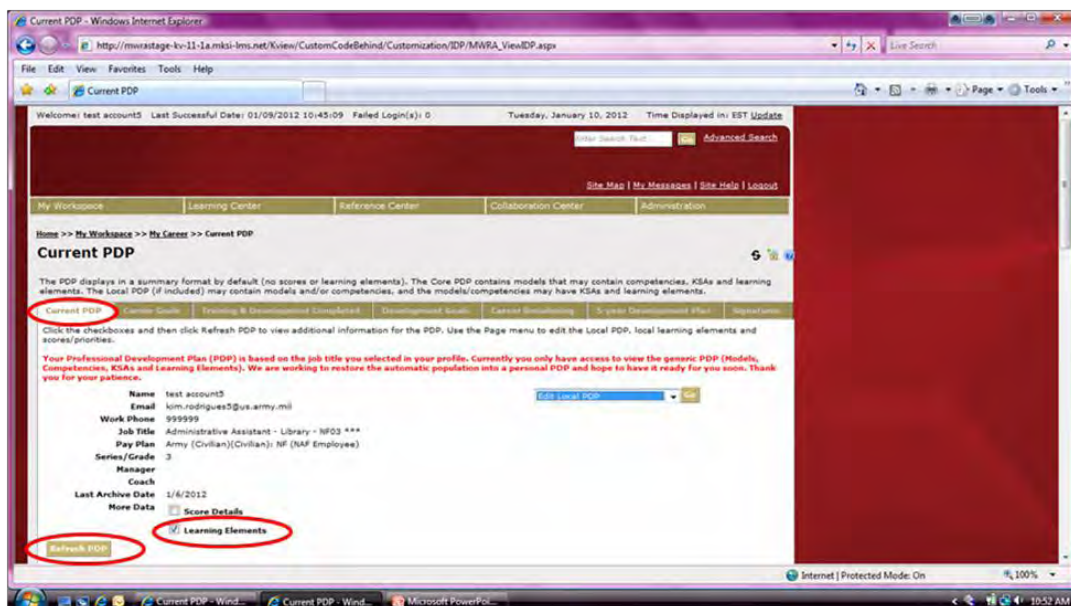
> Roll mouse over **My Workspace**.
> Roll mouse over **Professional Development Program**.
> Click **Current PDP**.
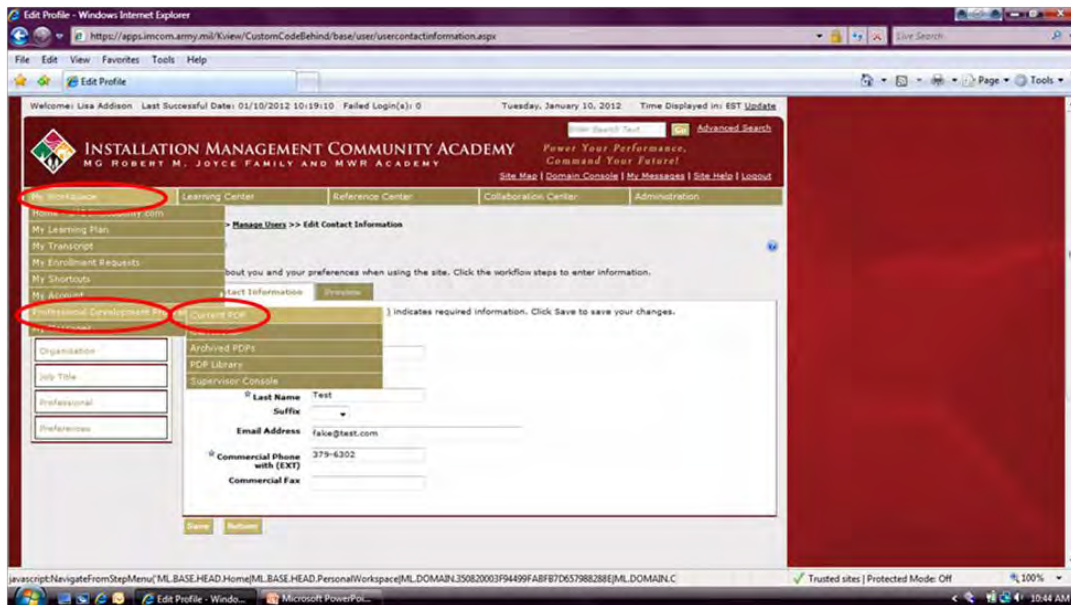
> In order to expand the view of the PDP, click the box next to **Learning Elements**.
> Click **Refresh PDP**.

Click the ⊞ (plus sign) next to the **Model Competencies** and **Core Competencies** to expand them.
🟥 - indicates Model Competencies. Click on the box for description.
🟦 - indicates Core Competencies. Click on the box for description.
⬛ - indicates Knowledge, Skills, Abilities (KSAs).
ⓘ - indicates Learning Elements. Click on the title of the element for information.

Note: Learning Elements will be trainings, books and resources that will assist you in your career development. You will be able to add these specific learning elements to your IDP. To find out more information about each learning element click the link. Write down the learning elements you would like to work on and we will next show you how to add them to your IDP.
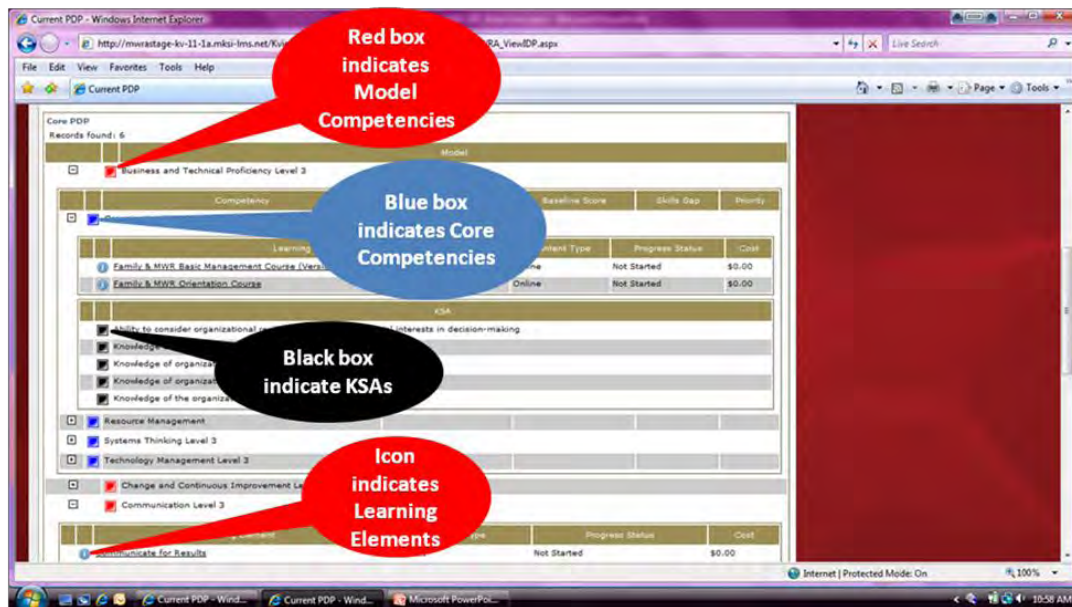

Create Individual Development Plan (IDP)

The Individual Development Plan is your opportunity to customize your career development.   Here you will "select" items from your PDP "menu" and add in career development goals and opportunities to create a plan that is customized to your needs.

Click on each of the tabs and complete the required information in order to create an IDP. Go to the **5-Year Development Plan** tab first so you can add your learning elements.

NOTE: We need to add the learning elements <u>first</u> so that you IDP populates correctly.

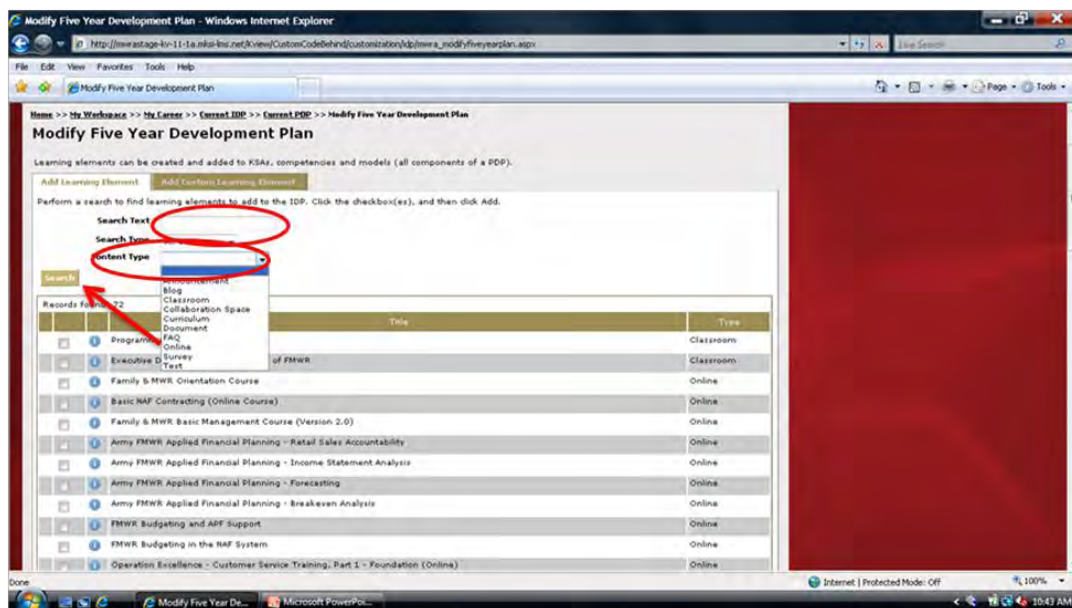**5-Year Development Plan**: Select Learning Elements to add to the IDP.
In order to add a new element, ensure **Edit Five Year Development Plan** is showing in dropdown.
Click **GO**.
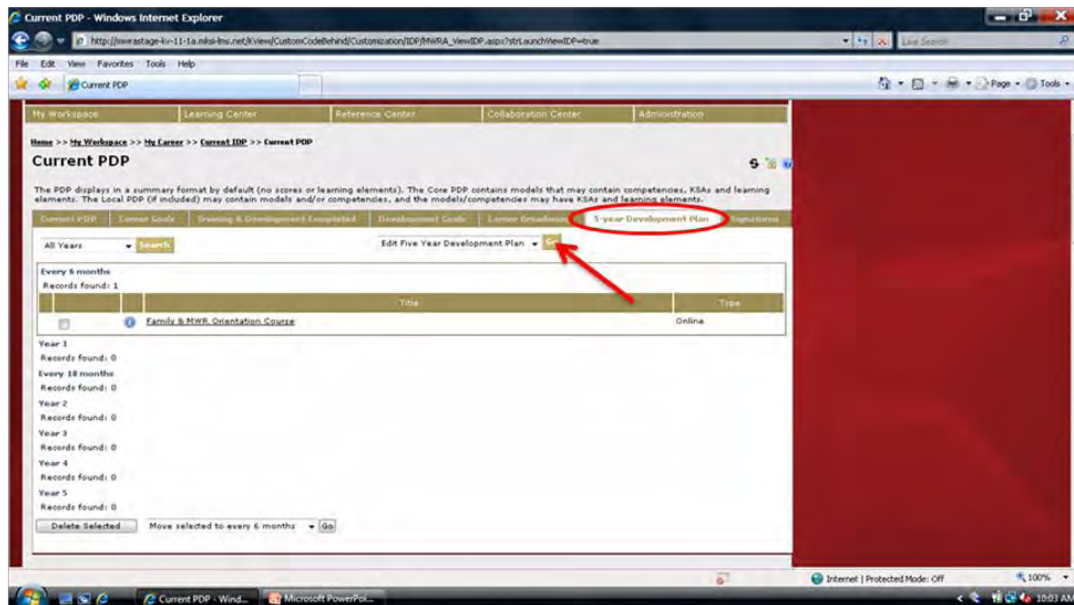
All Learning Elements from the current PDP will be listed.
In order to narrow the search, type a keyword in the Search text box. (Optional: Select a **Content Type** from the dropdown.)
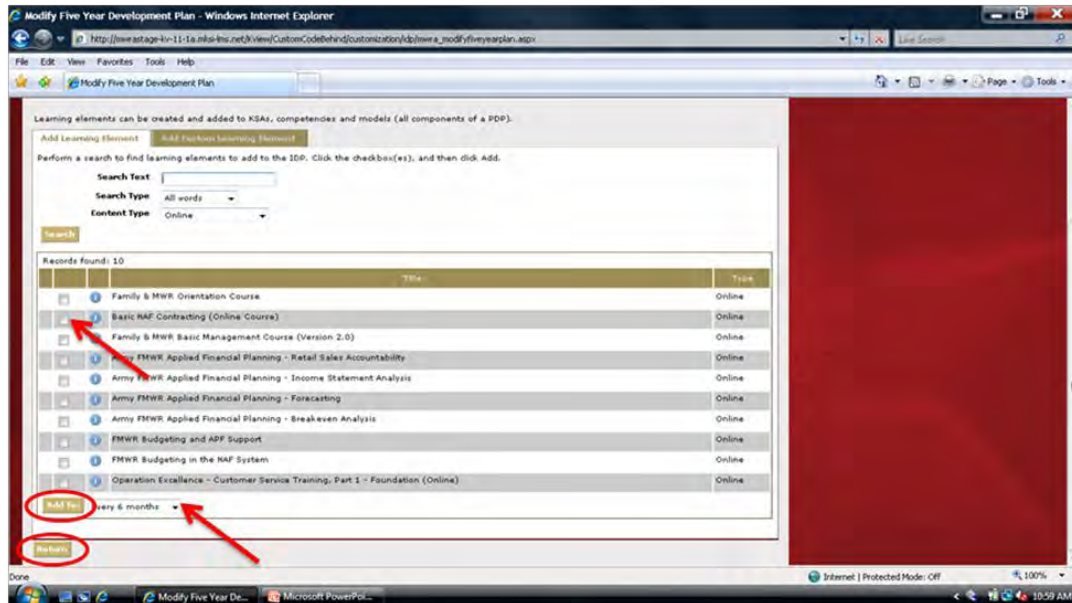Click **Search**.

Click the box next to the element to be added to the IDP.
Click the dropdown arrow at the bottom of the page in order to select the year.
Click **Add To**. **Note**: Items can only be added one page at a time to one year at a time.
Continue adding Learning Elements for the timeframe chosen.
Click **Return** to view the plan.

Remove items by clicking on the box next to the title.
Click the **Delete Selected** button at the bottom of the page.
Move selections around once they are listed by clicking on the box next to the title and choosing a different **year** from the dropdown (on bottom).
Click **GO**.
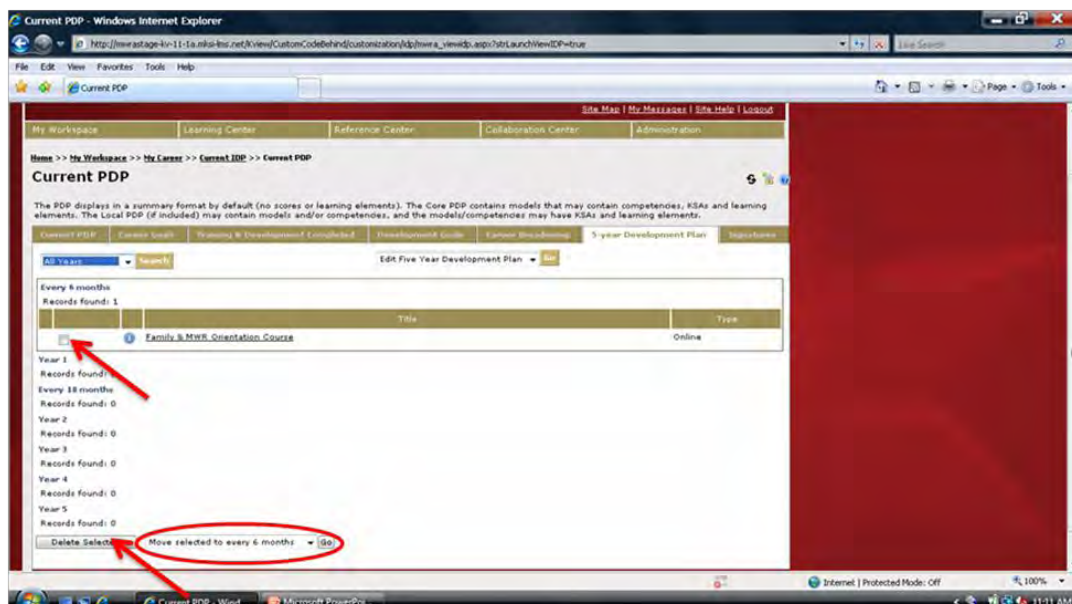
OPTIONAL: Installation-specific Learning Elements can also be added.

Ensure **Edit Five Year Development Plan** is showing in dropdown.
Click **GO**.
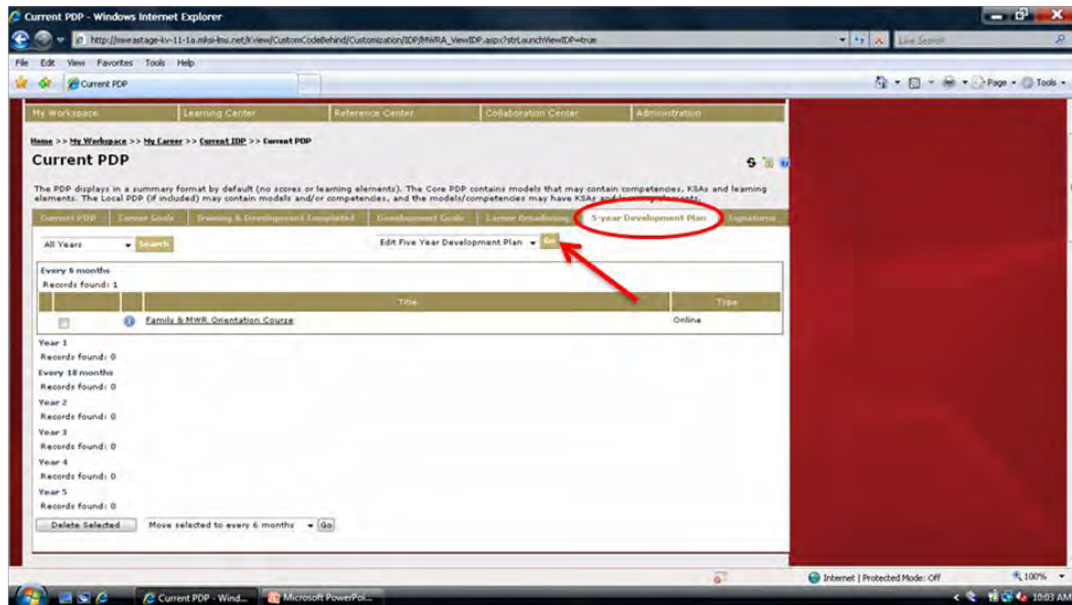
Click on the **Add Custom Learning Elements** tab.
Type in the name of the training (i.e., SHARP, AT-Level 1, etc.).
Click **Add.**
Click **Return** to view the plan.
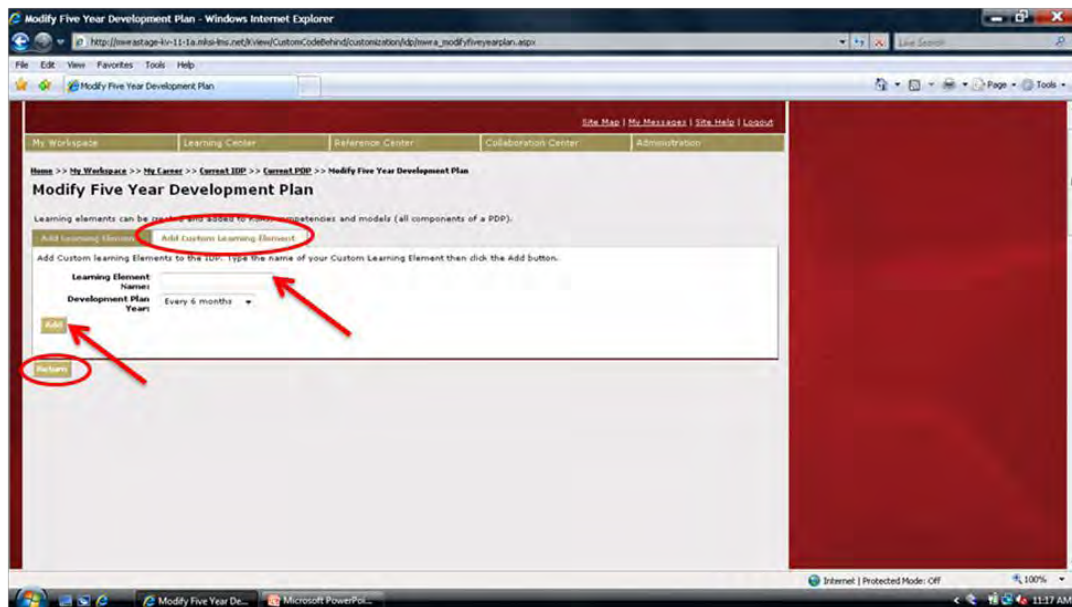
Career Goals: Type in short- and long-term goals.
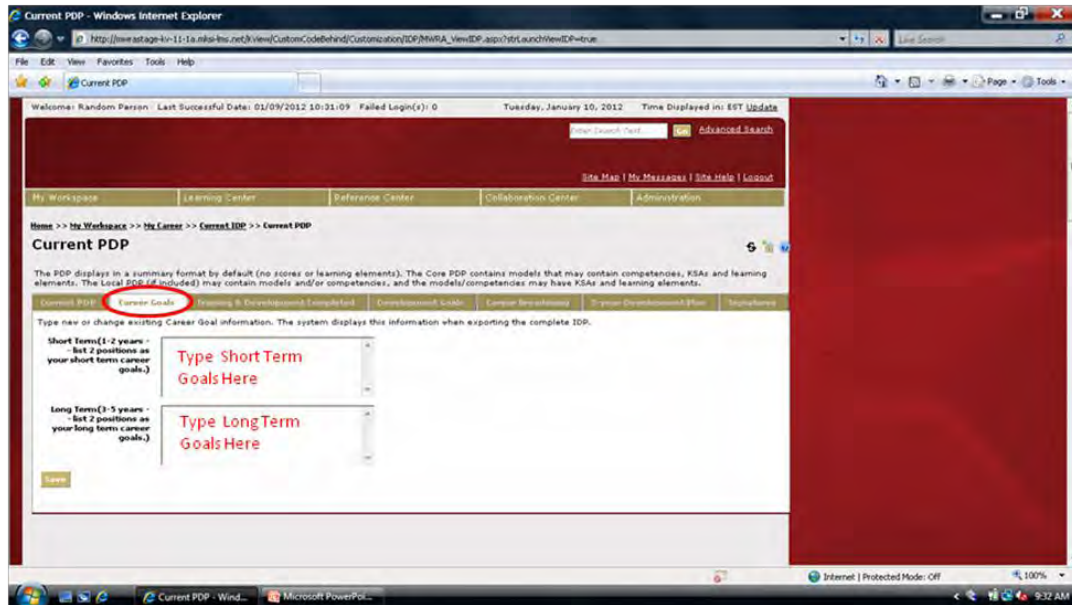
Training and Development Completed: This is a list of training and/or development work completed through the Academy or entered as personal learning events (see **Add Learning Events**, page 15).

Note: At this time, training completed prior to 2003 is not listed.
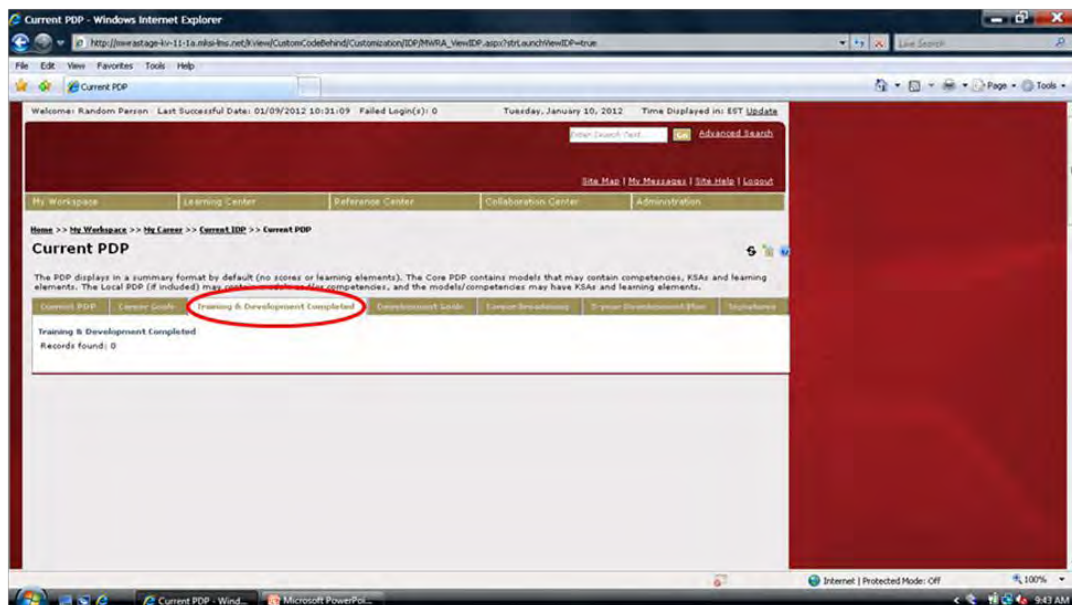
Developmental Goals: Enter goals and desired outcomes including educational, training, and/or resources needed to reach those goals. These goals should be accomplished within the next 12 months. In addition, enter desired outcome for each goal.

Career Broadening: List desired developmental assignments if applicable.

Signatures: Ensure supervisor's information is correct.

NOTE: If information is not correct, employee and/or supervisor profile must be updated.

Select a date.
Click **Save**.
Click **Send IDP to Supervisor** for approval.

Congratulations!
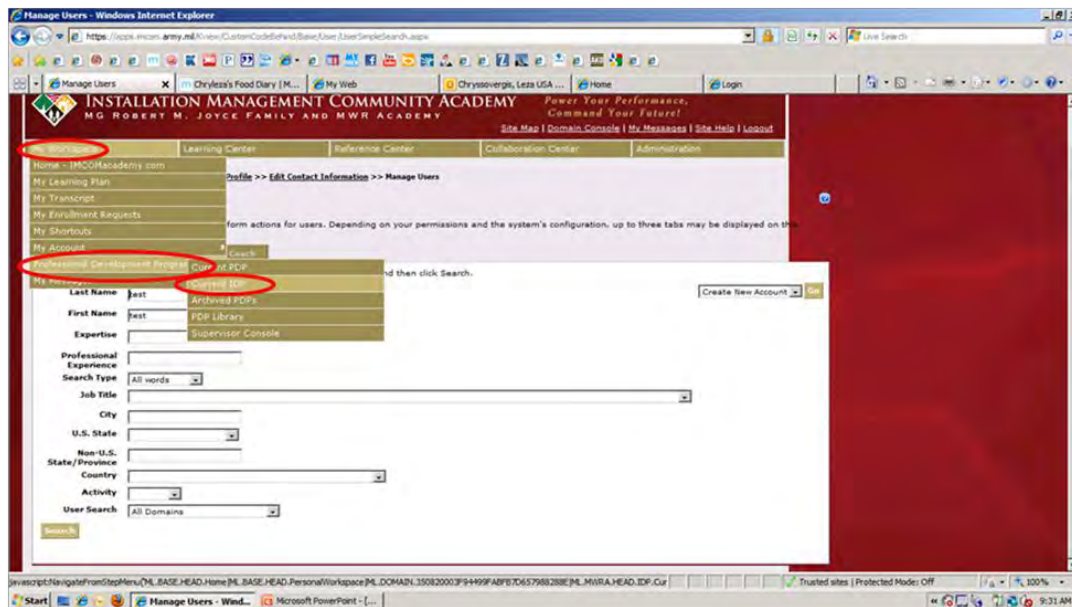You have successfully completed and submitted your IDP!

View IDP

After completing your IDP you have the opportunity to go back and view it or print it.
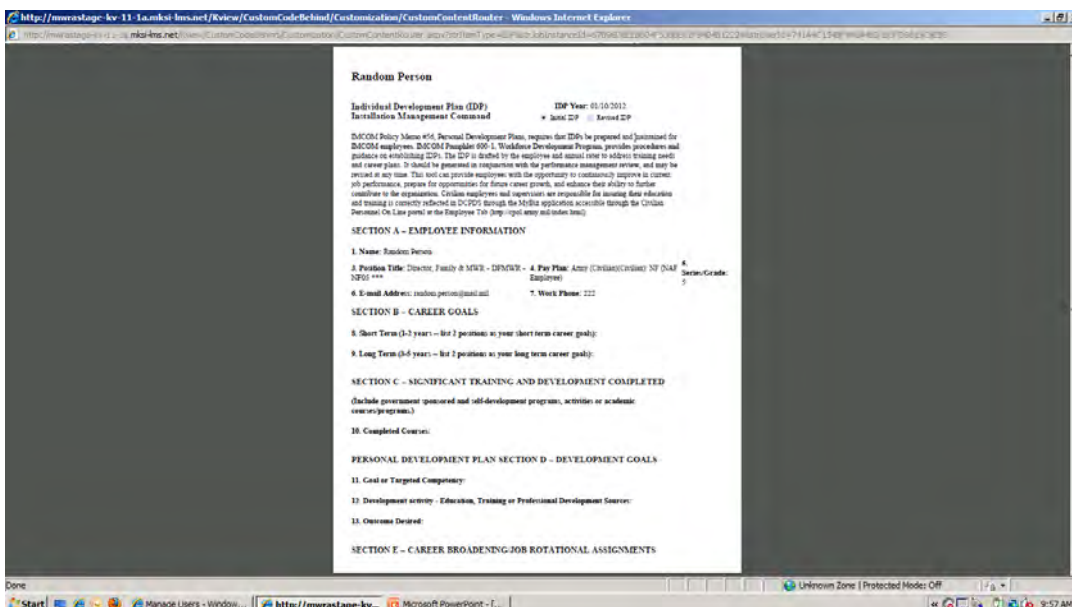
> Roll mouse over **My Workspace**.
> Roll mouse over **Professional Development Program**.
> Click **Current IDP**.

> IDP can be printed or saved to desktop.
> In order to make changes, return to **Current PDP**.
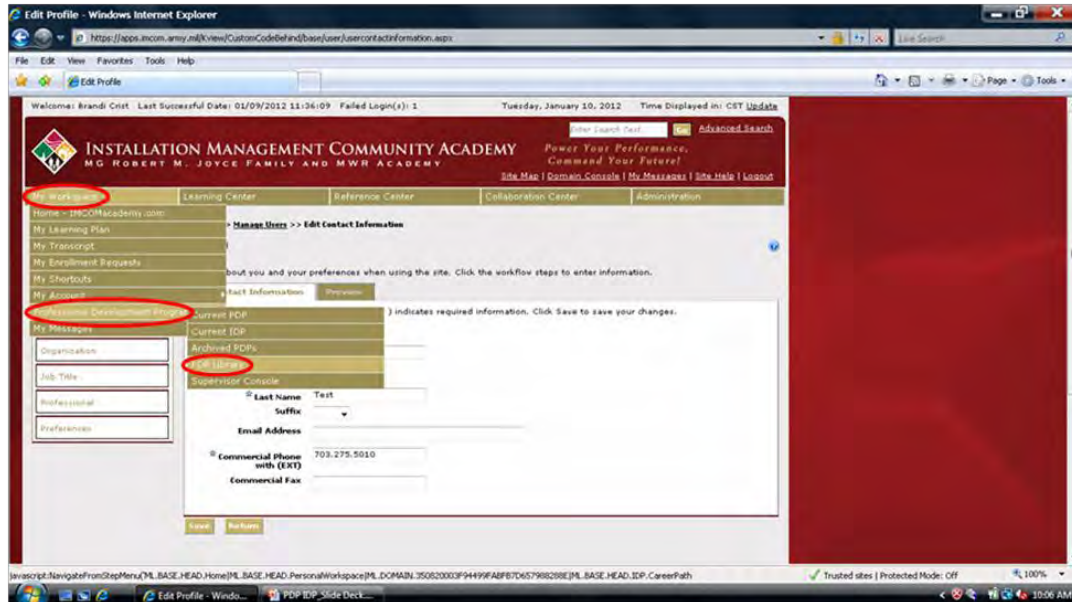
Access Professional Development Program Library

The Professional Development Program Library allows users to view PDPs for any position in Family and MWR. This is helpful for those who would like to broaden their careers by moving into other positions.

> Roll mouse over **My Workspace**.
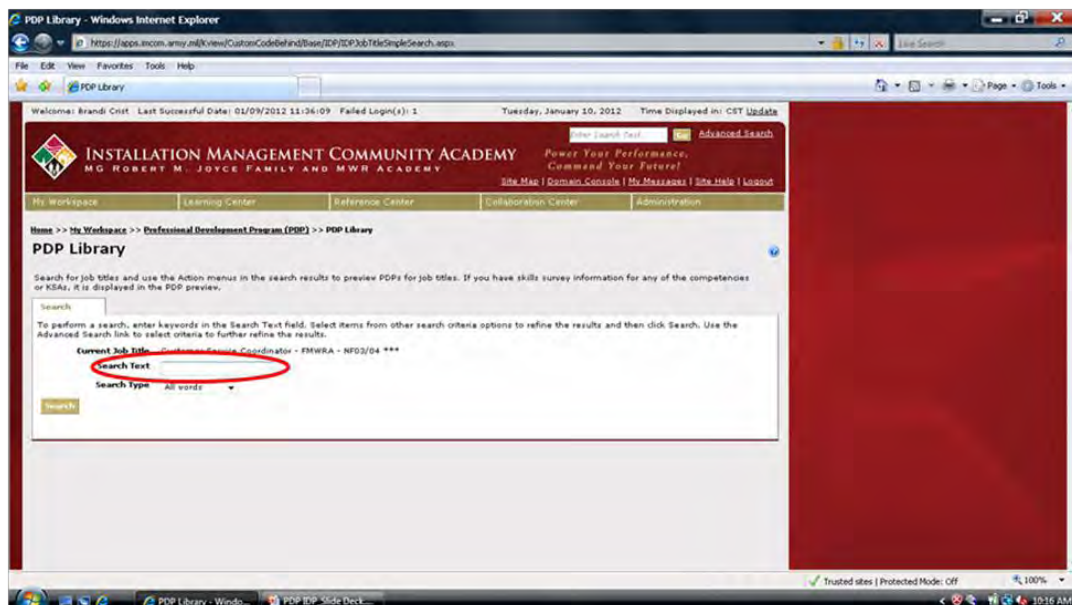> Roll mouse over **Professional Development Program**.
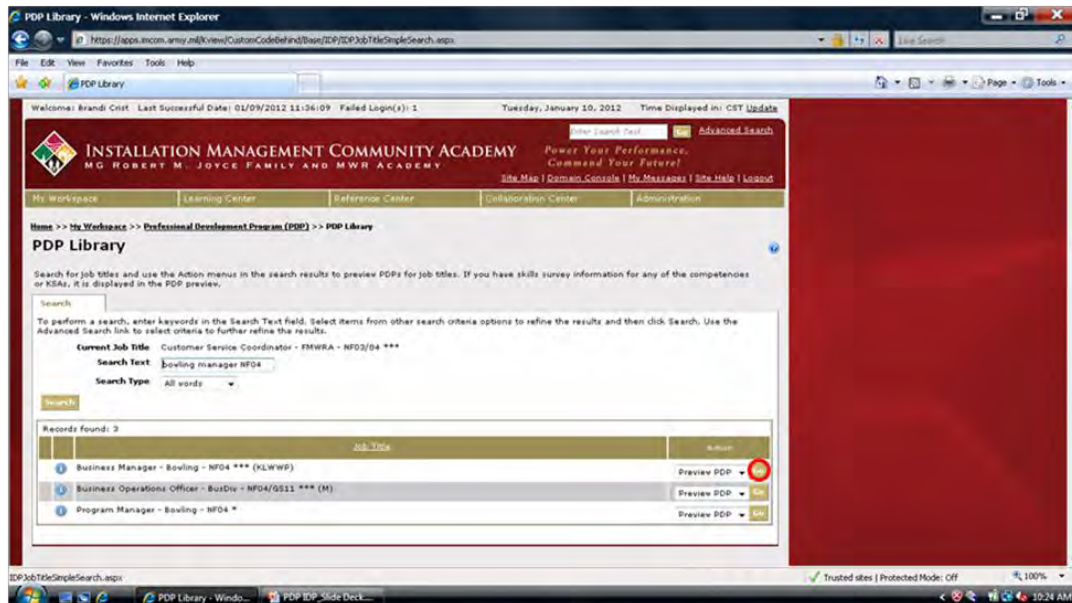> Click **PDP Library**.

> Click **Search** leaving *Search Text* field blank in order to pull up **ALL** PDPs.
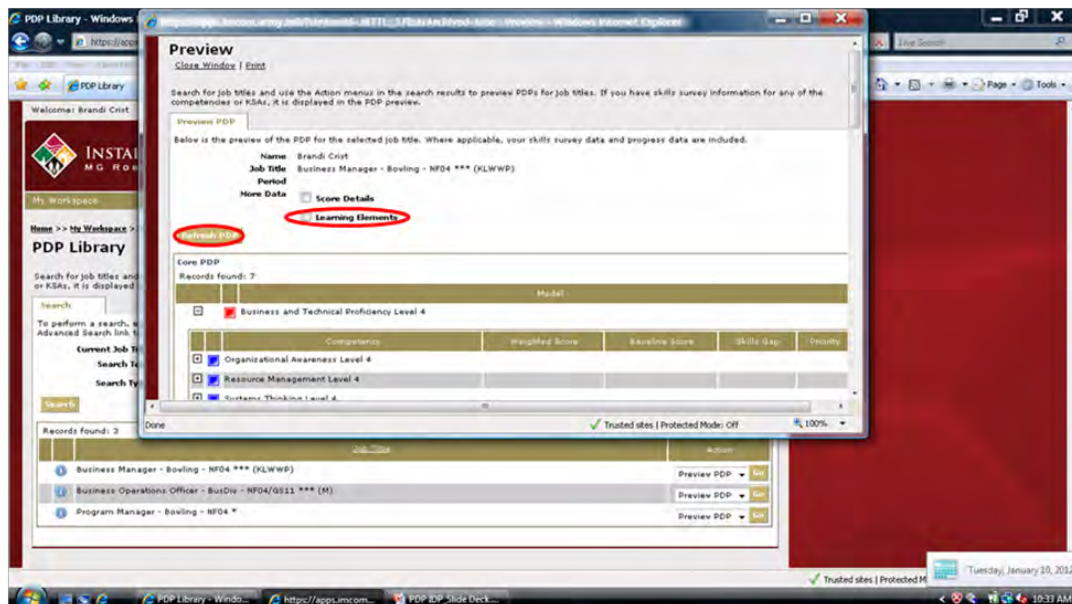> In order to find a specific PDP, type in keyword(s) in *Search Text* field.
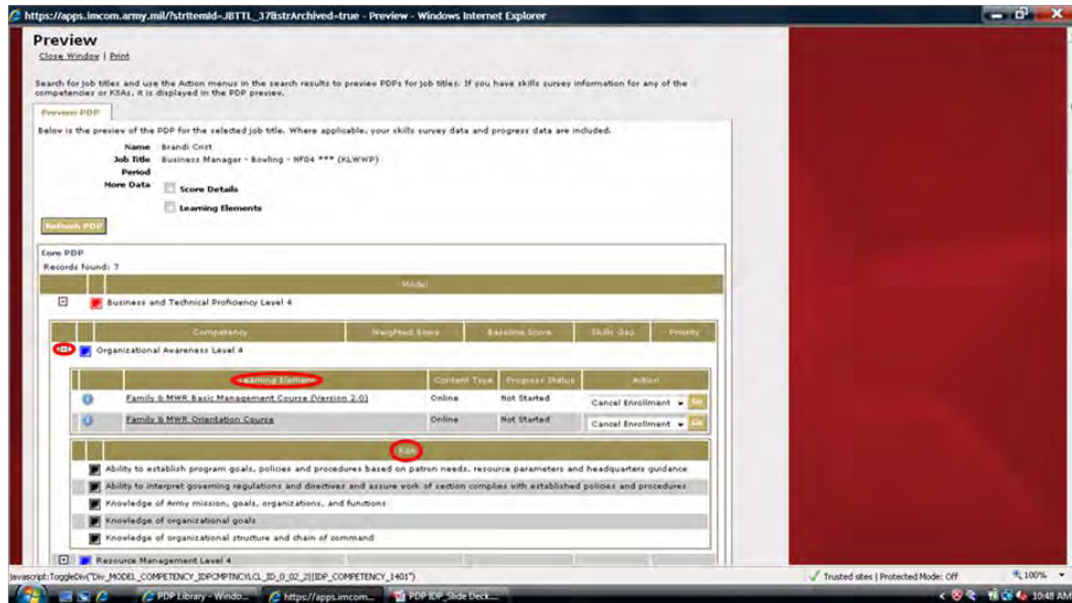> Click **Search**.

On right under **Action,** ensure **Preview PDP** is showing in dropdown.
Click **GO**.

In order to view PDP with Learning Elements, click **Learning Elements** box.
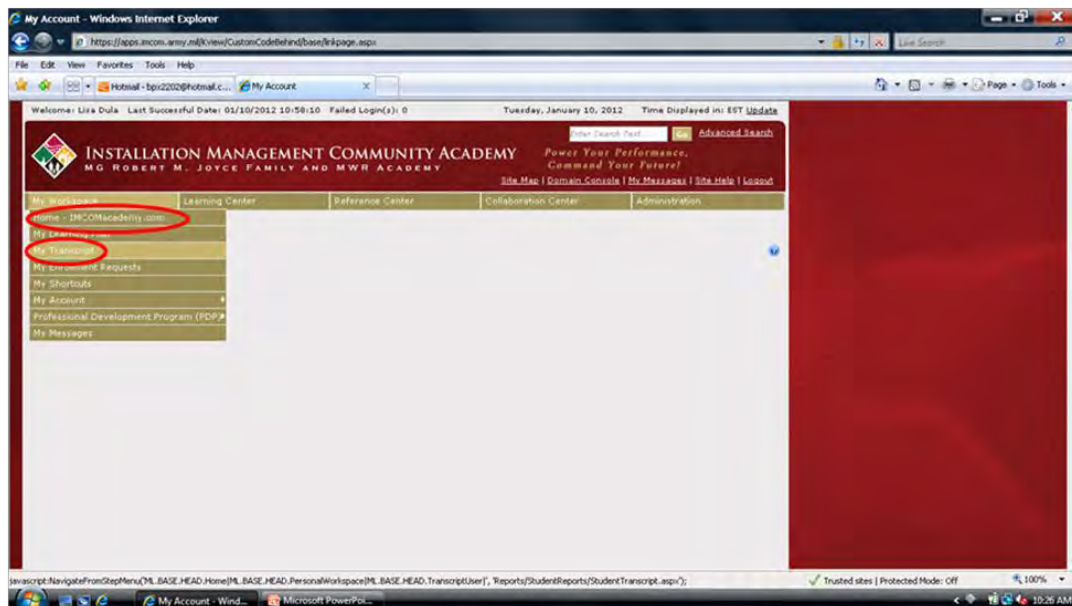Click **Refresh PDP.**

Click the ⊞ (plus sign) to expand each competency and to view KSAs and Learning Elements.

Add Learning Events

All users are able to add Learning Events, if they choose, that have taken place outside of the IMCOM Academy Website. This may include local trainings, conferences, workshops, etc.
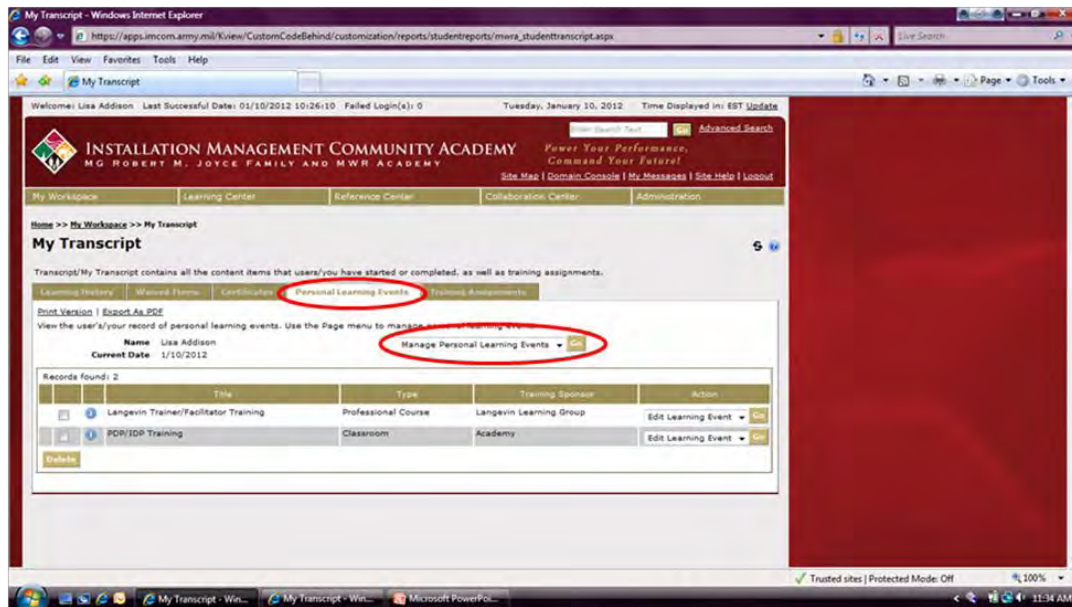
Roll mouse over **My Workspace**.
Click **My Transcript**.
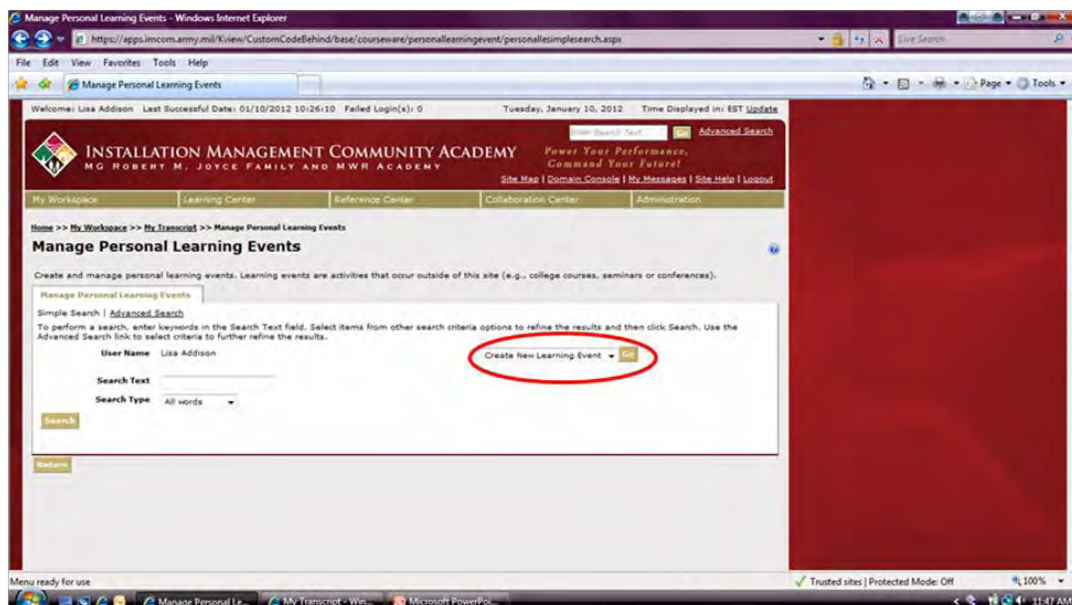
Click **Personal Learning Events**.
Ensure **Manage Personal Learning Events** is showing in dropdown.
Click **GO**.

Ensure **Create New Learning Event** is showing in dropdown.
Click **GO**.

Complete all necessary fields. All fields with * are required.
Click **Create**.

Employee and supervisor will receive an email confirming that training has been added.

Add Certificate

All users are able to add Certificates, if they choose, from events that have taken place outside of the IMCOM Academy Website. This may include local trainings, conferences, workshops, etc.
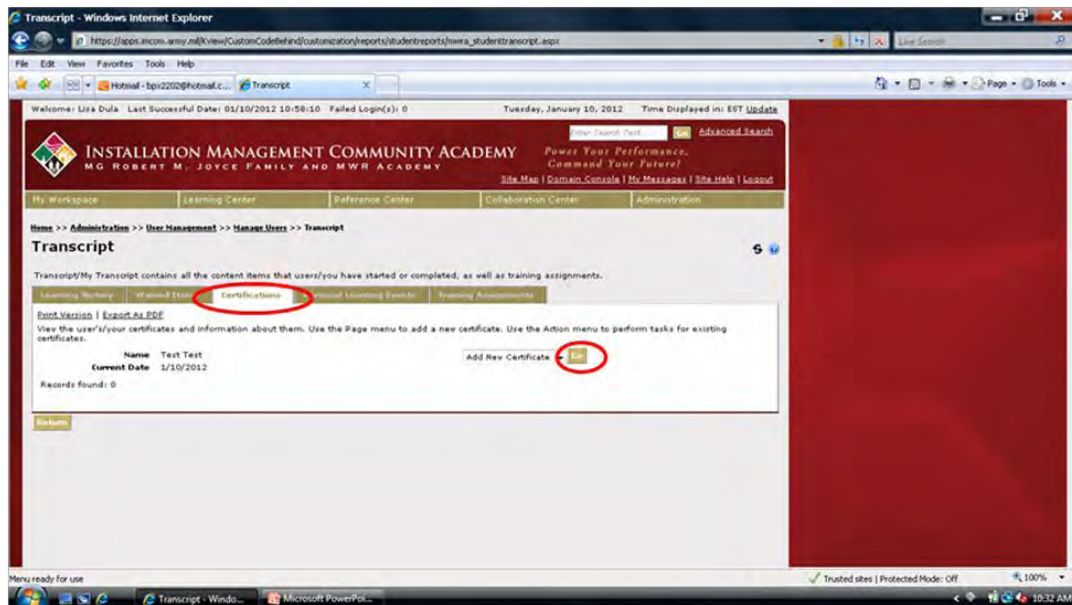
Roll mouse over **My Workspace.**
Click **My Transcript.**
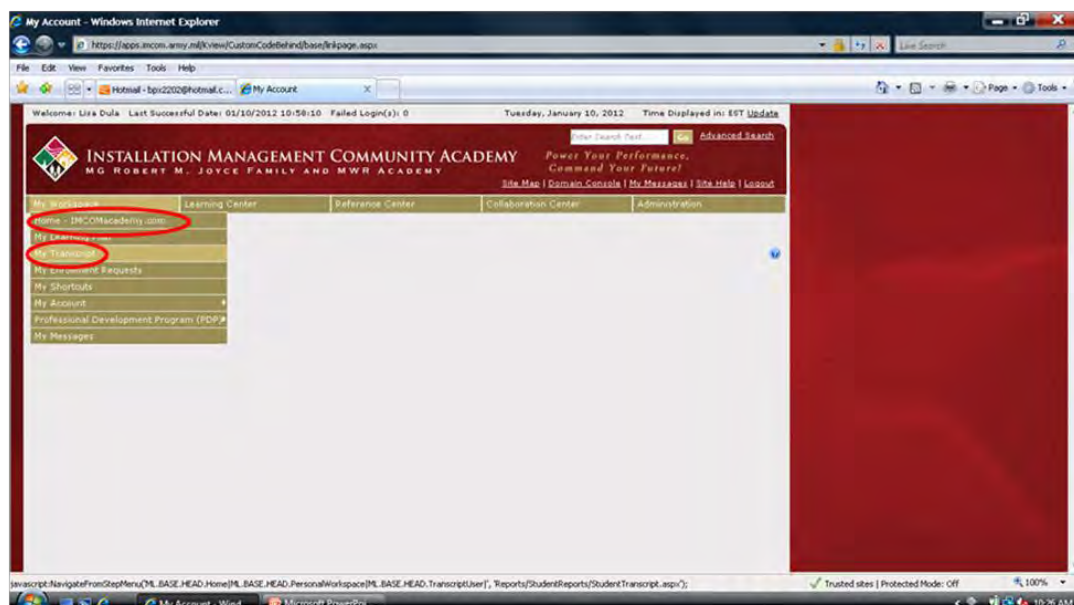
Click **Certifications**.
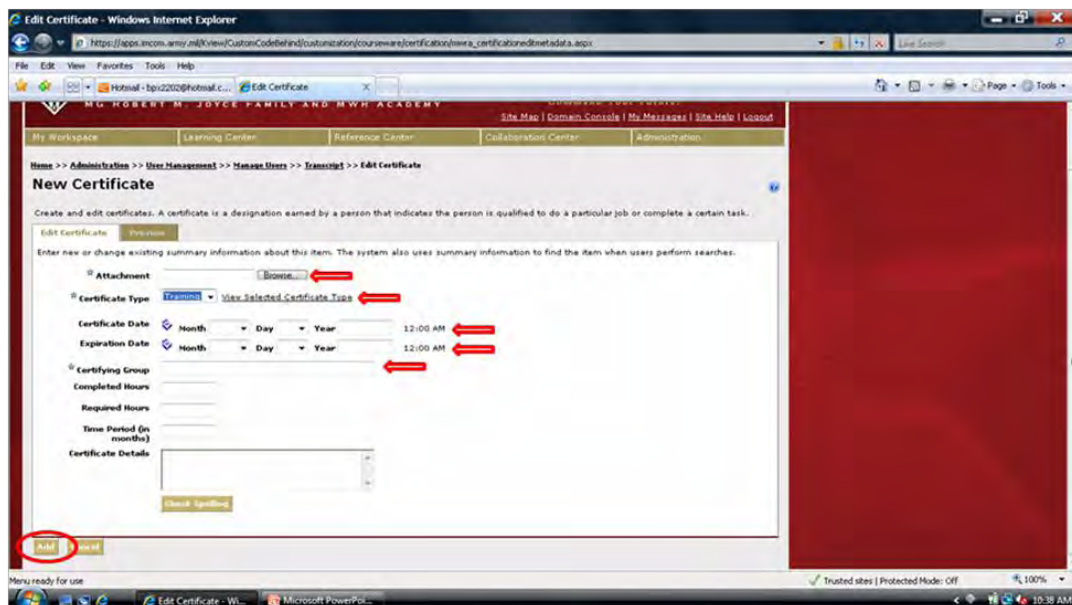Ensure **Add New Certificate** is showing in dropdown.
Click **GO.**

Click **Browse** to locate certificate image on your computer.
Complete all necessary fields. All fields with * are required.
Click **Add**.

Employee and supervisor will receive an email confirming that training has been added.
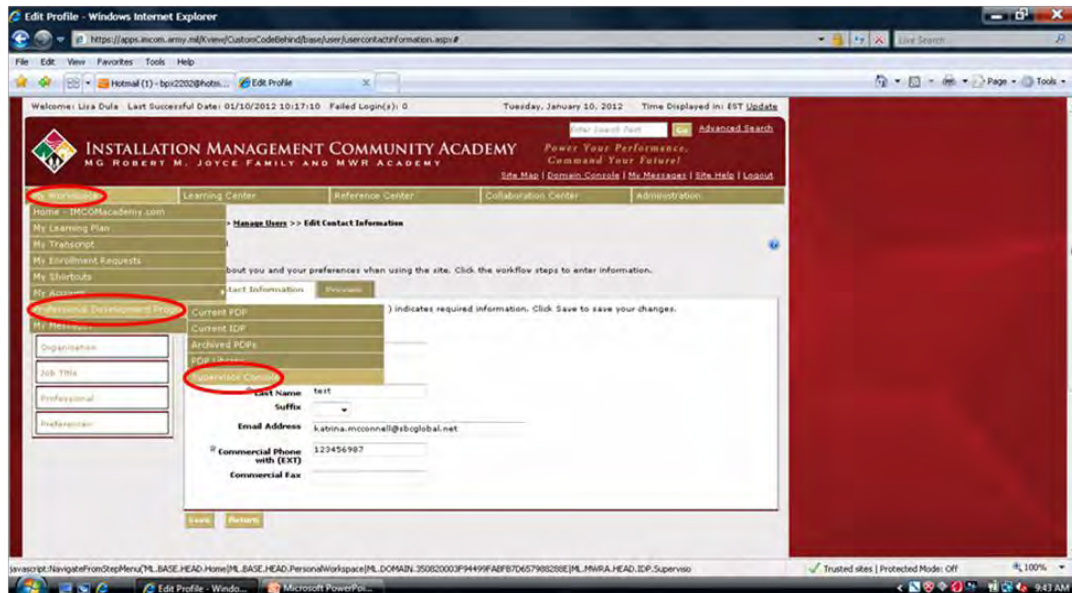
Access PDP Supervisor Console

The Supervisor Console is for supervisor's use. It allows you to view Team Members' PDPs and IDPs and view IMCOM Academy transcripts.

> Roll mouse over **My Workspace**.
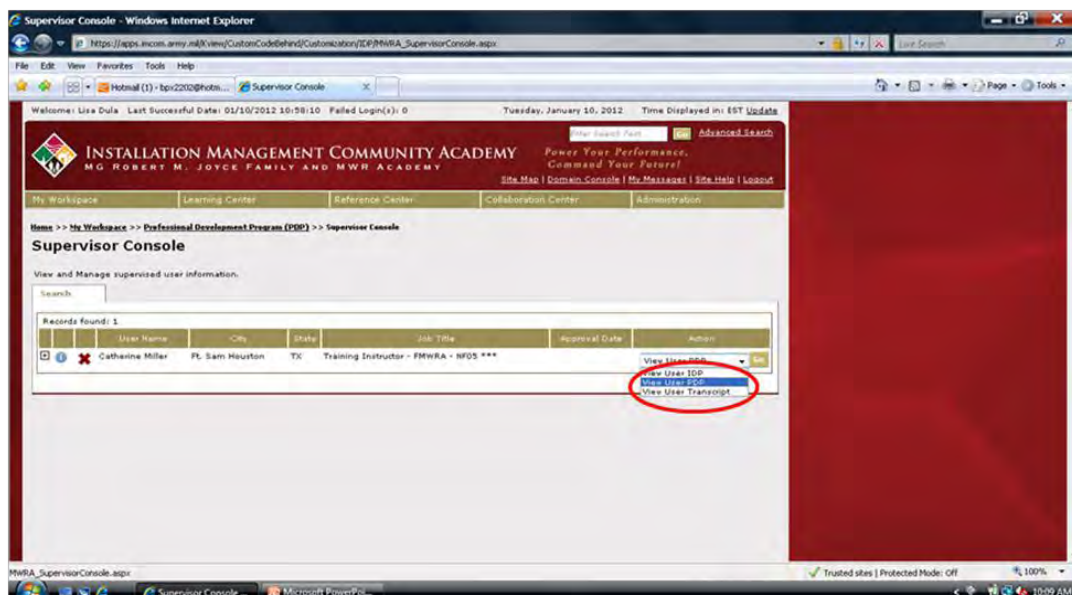> Roll mouse over **Professional Development Program**.
> Click **Supervisor Console**.

> A list of employees supervised will appear. If list is not correct, then employee(s) need to update their profiles to connect to correct supervisor.
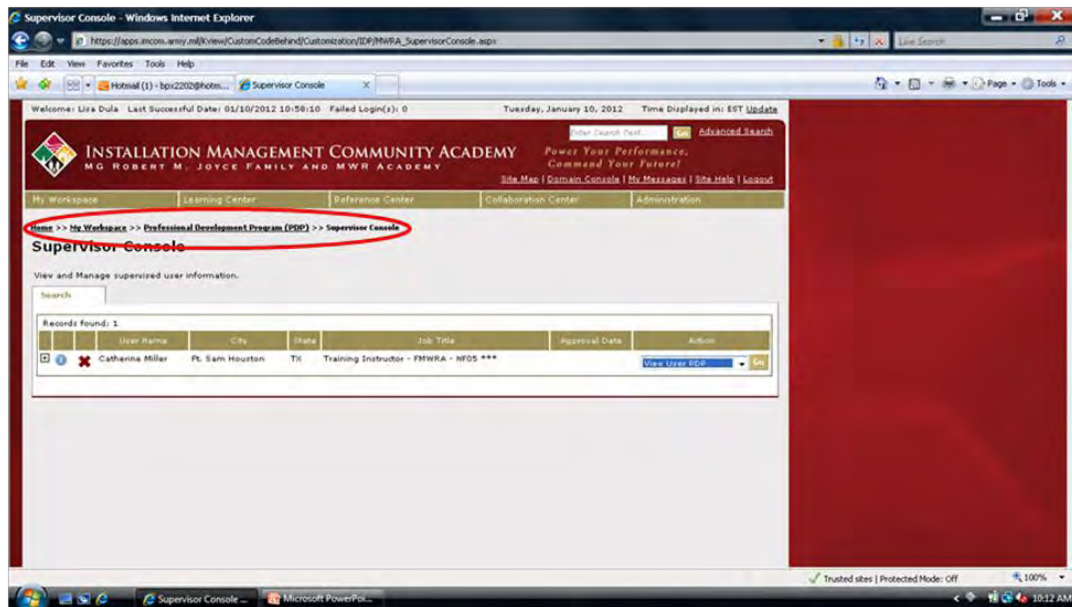> On right under **Action**, use dropdown to select option to view supervised employee's IDP, PDP, or Transcript.
> Click **GO**.

Use breadcrumbs located under tabs in order to return to **Supervisor Console** (**Home >> My Workspace >> My Career >> Supervisor Console)**.

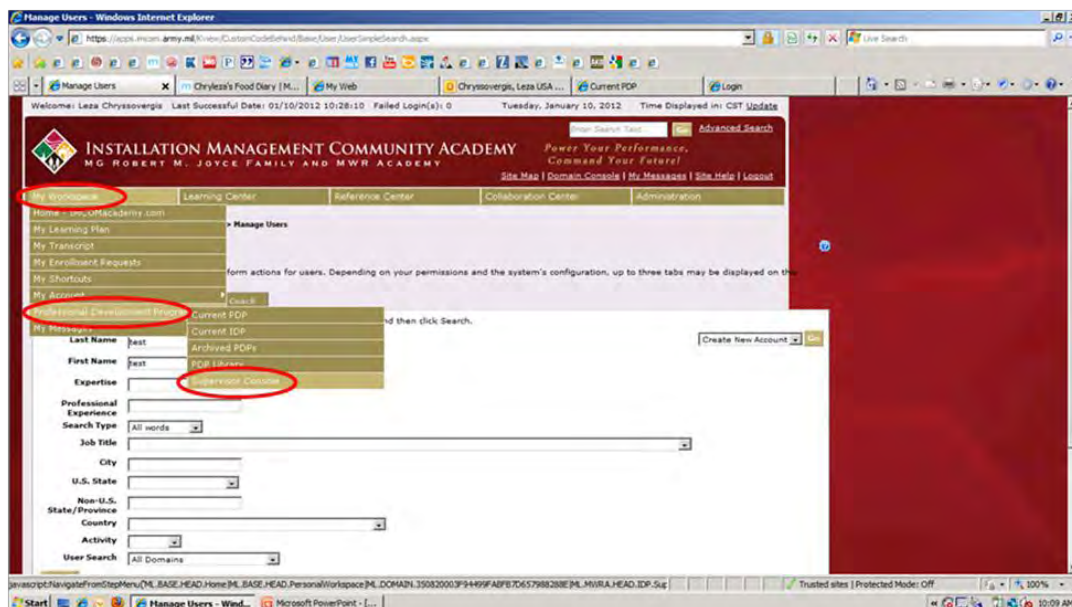Select another option in dropdown for same employee or select option for a different employee.
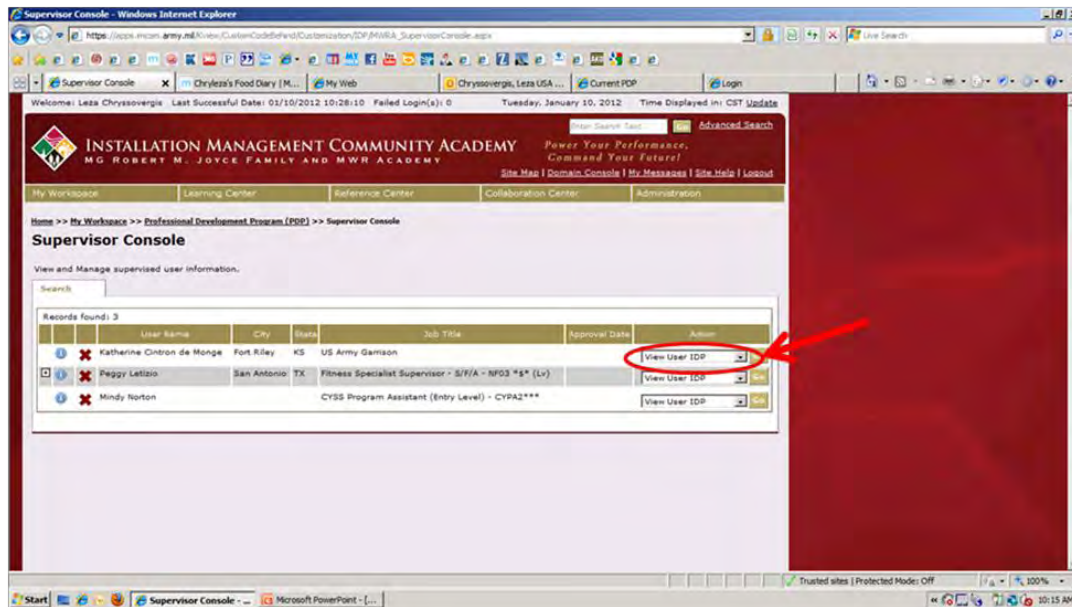

Approve IDP

Roll mouse over **My Workspace**.

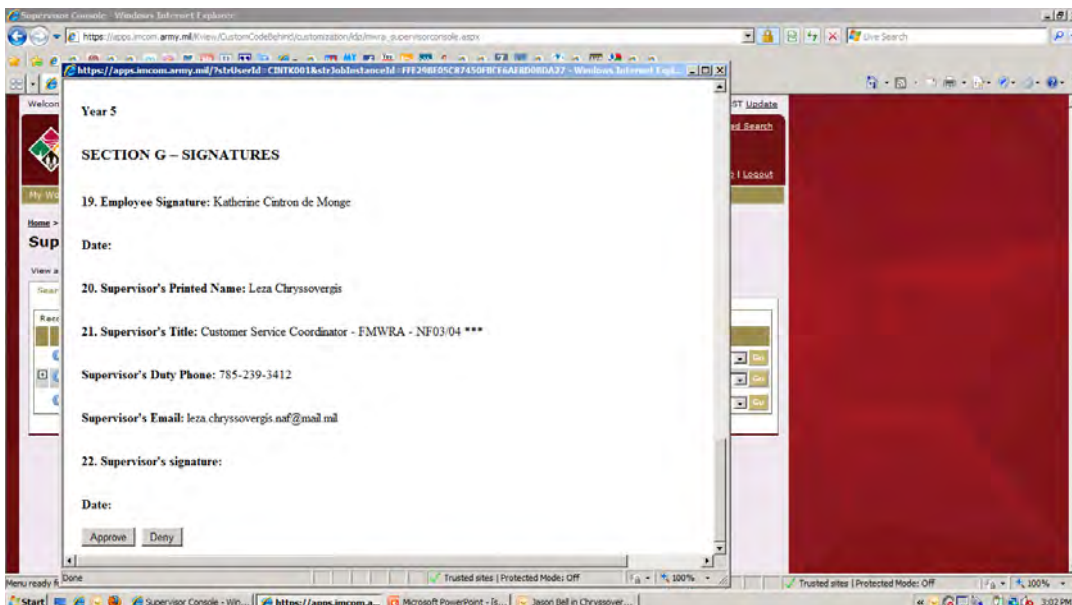Roll mouse over **Professional Development Program**.

Click **Supervisor Console**.

A list of supervised employees will appear.
On right under **Action**, ensure **View User IDP** is showing in dropdown.
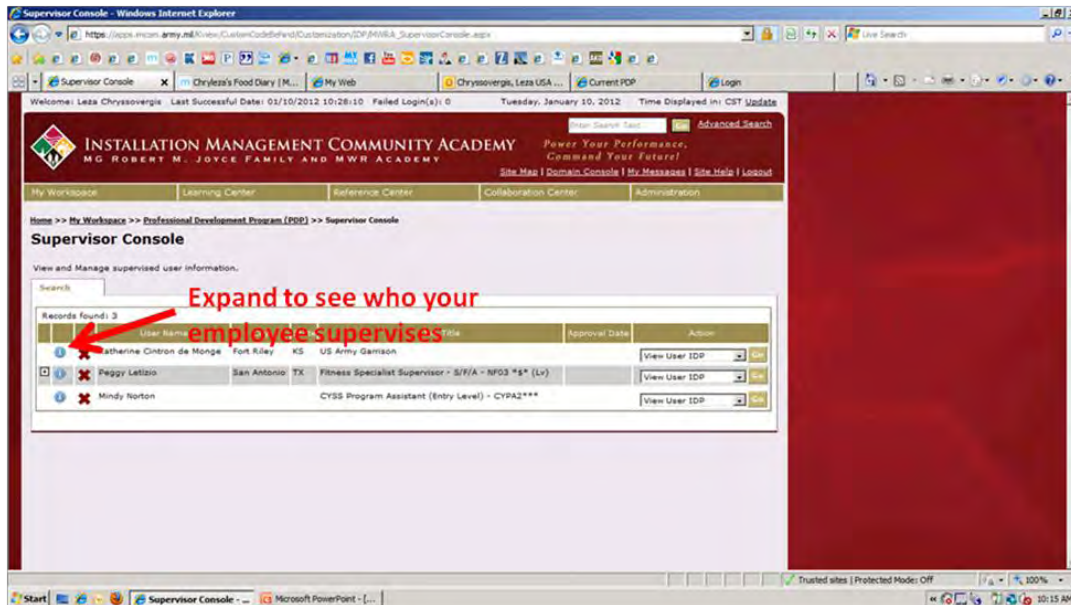Click **GO**.

IDP will launch in a new window.
After reviewing for correctness, scroll down to bottom of form.
Click **Approve** or **Deny**.

If IDP is approved**,** an email is generated to employee notifying of approval status.
If IDP is denied, an email is generated requesting that employee contact supervisor to discuss IDP.

NOTE: If supervised employees are also supervisors, click the ⊞ (plus sign) to left of their name to view their employees.