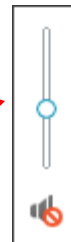
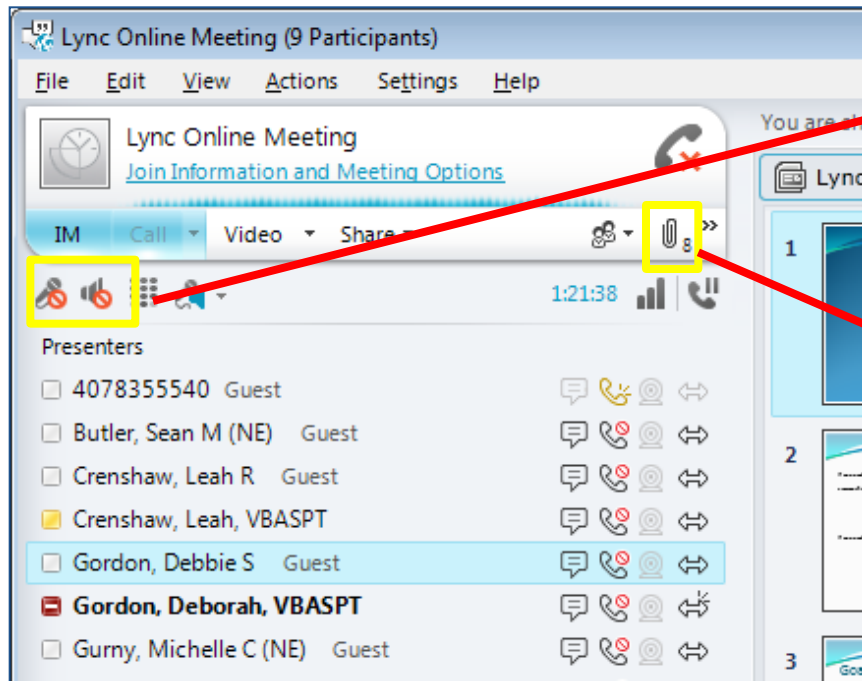




Audio and Handout Instructions

New Manager Training Mentoring and IDP Kickoff

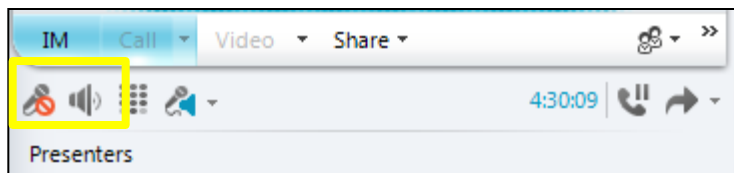
If connecting to Lync audio by **phone**, mute the microphone and speaker icons:



Phone: **1-855-767-1051**
Conference ID: **82525317**

Handouts:
Please click the “paperclip” icon to download any attachments.

If connecting to Lync audio by **headset**, mute **ONLY** the microphone icon in Lync:



Troubleshooting/Problems:
Double Click the following names in the Participants Box to enter a “Private Chat”
Lamoyd Figures or Terry Brown



New Manager Training

Mentoring and Individual Development Plan (IDP) “Kick Off”





Presenters



Lamoyd Figures
VR&E Training Specialist
Orlando, FL



Terry Brown
VR&E Training Specialist
Washington, DC

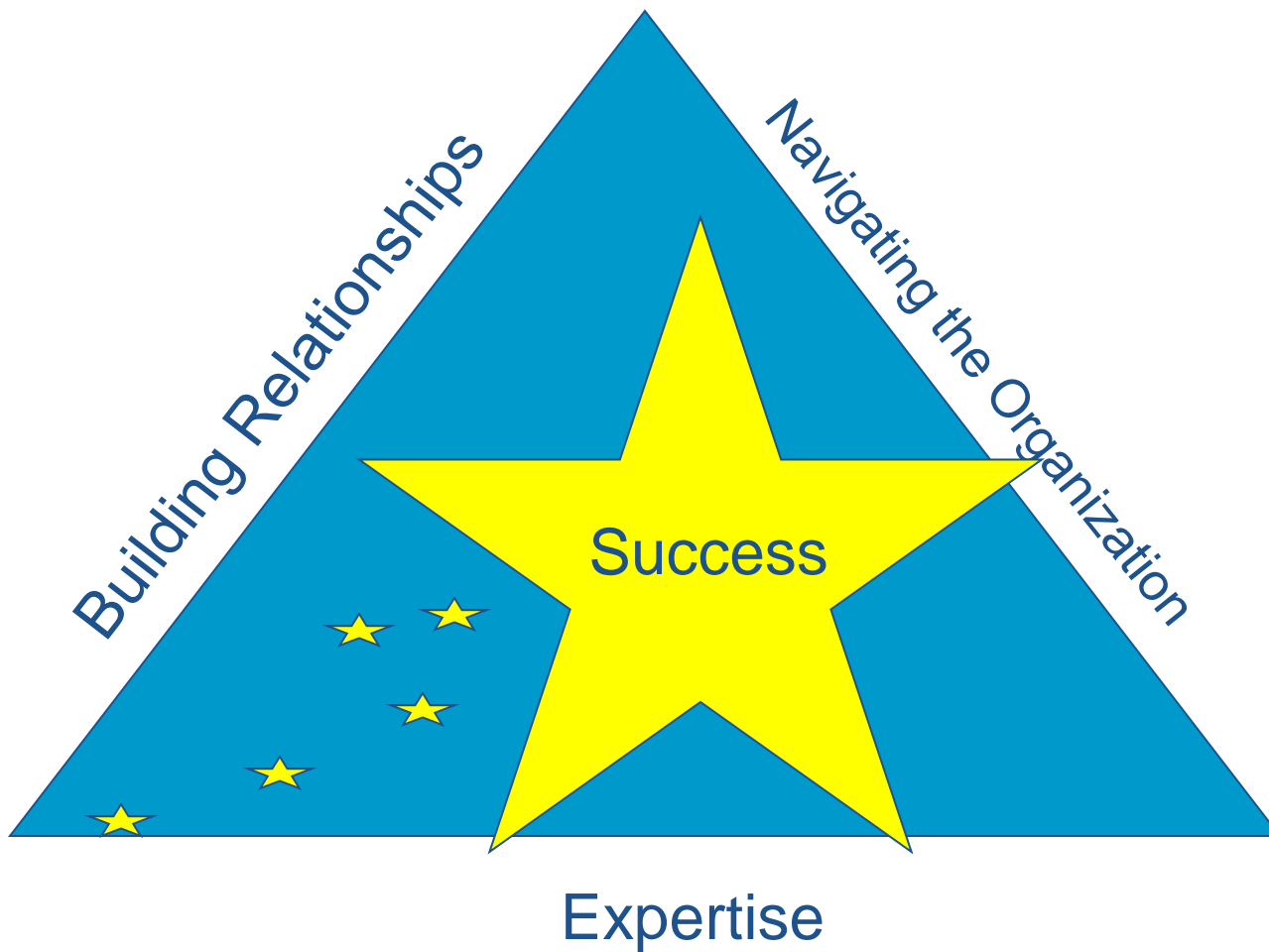


Objective(s)

- Identify the purpose and expectations of the VR&E New Manager Mentors and Mentees
- Identify the roles and responsibilities of VR&E New Manager Mentors/Mentees



Success Triangle





Mentoring-Importance



Massive Change



Employee Retention



Technological Advancements

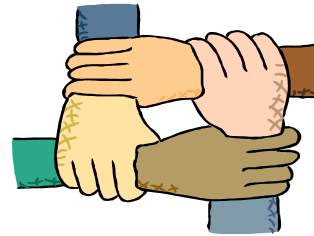


Aging Workforce



Successful Mentoring Partnerships

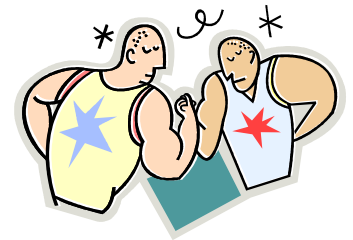
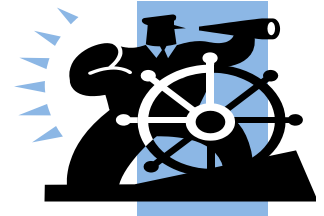
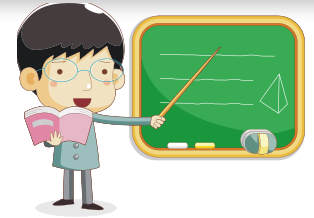
- Common Goals
- Realistic Expectations
- Commitment
- Mutual Trust
- Respect for Differences





Mentor's Role

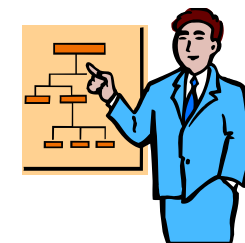
- Teacher
- Guide
- Counselor
- Challenger





Mentee's Role

- Learner
- Planner
- Communicator
- Driver





Overall Benefits

- Mentee

- Diminished isolation
- Faster learning curve
- Increased commitment
- Personal growth
- Greater access



- Mentor

- Legacy opportunity
- Enhanced self-esteem
- Enhanced reputation
- Increased self-awareness
- Revitalized work interest



VR&E Staff Mentoring Requirement

- Commitment
 - Flexibility
 - Minimum of one (1) hour per week
 - Or independently scheduled arrangement
- Forms
 - Mentoring Agreement
 - Confidentiality Agreement
 - Mentoring Checklist





Mentoring Topics

Individualized
Development
Plans (IDP)

VRE Data Report
Extrapolation

Political Savvy

Employee
Performance
Management



Let's Score A "Mentoring" Touchdown.....



MANAGERS

TMS Information:

VA 4178613

VRE New Manager Training:
Mentoring and Individual
Development Plan (IDP)





INDIVIDUAL DEVELOPMENT PLAN

“Roadmap to **YOUR** Future”



After This Session... You will be able to:

- Describe the value and purpose of an IDP
- List the steps necessary to develop an IDP
- Discuss strategies for obtaining managerial support of your IDP



Individual Development Plan

IS:

- 1) Your written plan for professional development
- 2) Helps you set reasonable goals and assess particular strengths and areas needing development
- 3) Establishes a plan for development and measures progress towards those goals
- 4) Partnership between individual, supervisor and organization



Individual Development Plan

IS NOT:

- 1) A performance appraisal
- 2) A binding contract
- 3) A guarantee of promotion



Why an IDP?

- Integral component of a professional management system
- Commitment to manage career as an asset
- Supports successful career growth & development and career progression
- Job preparation for the future
- A plan to mentor & share expertise



Career Planning Process

● **PREPARE** for your long-term career at VA by establishing career goals based on your work interests and work environment preferences.



● **EXPLORE** the jobs that match your personal profile and find additional engaging career opportunities that may interest you.



● **PLAN** your career by identifying the actions you'll need to take to reach your long-term career goals.

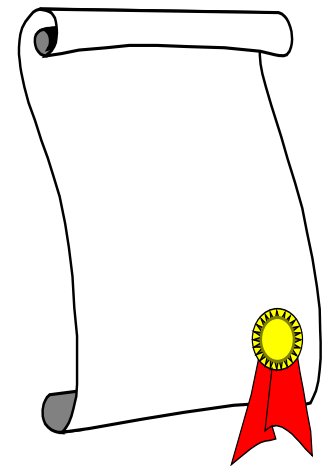


● **DEVELOP** the knowledge, skills and experience needed to reach the long-term goals you identified in your career plan.



Steps to Completing an IDP

1. **Review** where you are
2. Consider where you **want to go**
3. **Plan** how to get there
4. **Discuss** plan with Mentor
5. **Discuss** Plan with Supervisor
6. Take **Action**
7. **Monitor**



1. Knowledge of Work.
What is required of me now and in the future?

2. Knowledge of Self.
What are my strengths and weaknesses?

3. Comparison of Work and Self
How well do my strengths match with the needs of the organization?

4. Develop Goals and Objectives
Where do I want to go?

5. Take Action
What development activities will help me achieve my objectives? What is the timeline?

6. Monitor
How will I determine progress or completion?


Supervisor Monitors

Relate to Competencies




All Employee Competencies

All Employee Competency Categories and Specific Competencies (Competencies presented below for your reference)



Communication

- Demonstrates effective written communication
- Demonstrates effective oral communication




Organizational Stewardship

- Exemplifies integrity
- Demonstrates accountability
- Organizes and prioritizes work
- Makes effective use of resources



Interpersonal Effectiveness

- Demonstrates empathy
- Fosters diversity and inclusion
- Contributes to high-performing teams




Veteran and Customer Focus

- Advocates for Veterans
- Meets customers' needs



Critical Thinking

- Demonstrates creative problem solving skills
- Demonstrates good judgment



Personal Mastery

- Exhibits self-awareness and commitment to self development
- Demonstrates resilience, agility, and a sense of urgency



Leadership Competencies

Leadership Competency Categories and Specific Competencies



Leading Change

Champions innovation

Communicates vision and drives change



Global Perspective

Ensures strategic alignment

Enhances outcomes for Veterans



Results Driven

Fosters reasonable risk-taking and drives execution

Fosters accountability to Veterans



Business Acumen

Applies forward-looking human capital management principles

Applies sound financial and material resource management principles

Employs technology effectively



Leading People

Promotes leadership at all levels

Inspires continual learning and development

Builds high-performing, diverse teams



Building Coalitions

Drives integration

Builds and maintains partnerships

Demonstrates political savvy

Effectively manages conflicts



Determine Goals

- What Should My Skill Portfolio Look Like?
- Short Term - How can I get the most out of this job? (1-2 Years)
- Longer Term - What skills am I building for the future? (3-5 years)



Create a Plan That Works

- Be specific
- Benefit the organization
- Determine personal payoff
- Measure success
- Conduct baseline assessment
- Define resources
- Establish completion date
- Conduct periodic reviews

Obtain Approval!!!



Long Term Goals

- The long term goal(s) should be the professional goal(s) you most want to achieve in the next one to three years.
- The remainder of the IDP is your roadmap to get there.





Short Term Goals

- The short term goal will include those **competencies or skill areas** you will need to achieve the long term goal
- To determine your short term goals, you should ask yourself, “**What knowledge, skills and abilities do I need for this, and/or my next job ?**”



INDIVIDUAL DEVELOPMENT PLAN (VA FORM 4692)

In order to complete this form, you must have a copy of the Department of Defense Publications Department (DDP) Form 4692, Individual Development Plan (IDP), dated 10/1/04.

1. NAME OF EMPLOYEE

John L. S

Coach

7. SHORT-TERM CAREER GOALS (1-3 years)

To increase Leadership and Time Management skills in order to increase productivity of team

8. LONG-TERM CAREER GOALS (3-20 years)

To become a team coach and eventually hold a management position

9. DEVELOPMENTAL OBJECTIVE	10. DEVELOPMENTAL ACTIVITIES (the activity, course, and location of activity)	11. DATE COMPLETED		12. COST		13. ACTION A = ACHIEVED B = DISAPPOINTED C = DEFERRED	14. ASSESSMENT (Comments refer to key below)
		Estimated	Actual	Estimated	Actual		
1) Communicate better with others in order to decrease workplace conflicts by 50%.	1) Book: The Art of Giving and Receiving Feedback	5/15/06		\$15		A	
	1) Conduct 360 degree feedback session (Sonoma Learning Systems).	6/1/06		\$200		B	
	1) Team building session, 1 day on site.	4/29/06		\$50		C	
2) Become more organized in work processes to increase productivity by 10%.	2) VA Learning online, CBE Major Time Management Challenges, 3 hours.	4/7/06		0		A	
	2) VA Learning online, Book, Monday Morning Leadership	6/23/06		0		A	
	2) FranklinCovey Course, 7 Habits, Washington, DC, 2 days	7/7/06		\$350		A	

*Assessor



A. Developmental objective was accomplished.
B. Developmental objective was accomplished although employee did not complete designated activities

C. Progress has been made in accomplishing the developmental objective but further development is needed

D. Developmental objective was not accomplished.
E. Developmental objective was not attempted





Final Tips on IDPs

- Keep it simple - three objectives to start*
- Be willing to think flexibly to meet your goals
- Be creative in approach
- Research several options



Final Tips on IDPs

- Revisit and update every few months
- Revise as needed
- Keep document as part of career portfolio





A Well Executed IDP Should Be...

- An investment in your career
- An enhancer for your current job
- Preparation for your future





Where to Go...

The screenshot shows the MyCareer@VA website homepage. At the top left is the VA Learning University logo. To its right is the MyCareer@VA logo. Further right is a search bar with the word "SEARCH" and a magnifying glass icon. In the top right corner, there is a "VA.gov" dropdown menu. Below the search bar is a navigation menu with links for Home, Getting Started, About, Library, What's New, and Contact. The main content area features a large background image of a field under a cloudy sky. In the top right of this area, there is a "Have an account? LOG IN" button. The central text reads "MyCareer@VA Your Next Step Starts Here". Below this text are two large teal buttons: "I WORK AT VA" and "I WANT TO JOIN VA".

Welcome to MyCareer@VA

What do you want from your career? Opportunities to learn? Room to grow? The chance to lead?

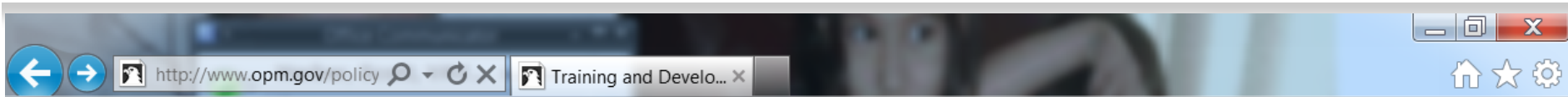
Each of us wants and needs different things, but no matter where you are in your career — or where you're headed — MyCareer@VA helps you take the next step. Watch the video to see what you can achieve with MyCareer@VA.

[WATCH NOW](#) ▶





Where to Go...



OPM.GOV

ABOUT POLICY INSURANCE RETIREMENT INVESTIGATIONS AGENCY SERVICES NEWS

OPERATING STATUS: OPEN ✓

Search All of OPM...

OPM.gov Main > Policy > Training & Development

- IN THIS SECTION
- Assessment & Selection
 - Classification & Qualifications
 - Data, Analysis & Documentation
 - Disability Employment
 - Diversity & Inclusion
 - Employee Relations
 - Hiring Authorities
 - Human Capital Management
 - Labor-Management Relations
 - Oversight Activities
 - Pay & Leave

Training and Development

The mission of the OPM Training and Executive Development Group is to design policy and programs to ensure the Government's learning and development efforts support strategic human capital investments in Leadership, Knowledge and Talent Management. We do this through the:

- Development of policy frameworks and flexibilities to establish Government-wide systems to support effective learning and development programs in the agencies, particularly leadership development programs for managers and executives;
- Promulgation of flexible policies and strategic Government-wide advice and guidance to implement systems to support employee learning and development and leadership employee engagement strategies.

We also provide technical advice on complex Governmentwide HRD issues to help Federal agencies develop and implement their management programs with desired mission results.

The primary training statute and regulations are:

- [5 U.S.C. Chapter 41, Training](#)
- [5 CFR 410, Training](#)
- [5 CFR 412, Supervisory, Managerial, and Executive Development](#)

FEEDBACK



Questions & Reminders



TMS # VA 4178613

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Lamoyd.Figures@va.gov

Terry Brown
202-461-9089

Terry.Brown1@va.gov

Reminders:

Next Lync Session:

Tuesday, March 15, 2016:
Purchase Card Management

Residential Session: Week of
March 21, 2016 Nashville, TN

Registration/Registration: Please
complete the following by March
1, 2016:

1. VR&E Participant Registration
2. Lodging Reservations

Submit the following:

1. Mentoring Agreement via Email
2. Current IDP-bring to Session 1
Residential