

STAFF DEVELOPMENT PLAN THE PROCESS

STEP I - Completing the Data Profile Update Form

The DATA PROFILE UPDATE Form is completed by the staff person participating in the SDP.

The supervisor and staff person review the Form and determine whether or not the Job Description requires updating and the status of mandatory training. If training is scheduled but not yet completed, use estimated dates for documentation on the Form or you may contact Organizational Development at 1853 to confirm actual dates.

The DATA PROFILE UPDATE Form is forwarded to Human Resources.

STEP II - Completing the Staff Development Plan

1. The employee completes all sections of the Staff Development Plan.
2. The employee and the supervisor establish a meeting time to review the completed Plan and objectives.

The objectives and their focus are:

OBJECTIVES	FOCUS
Primary Job Responsibilities	Performance expectation from job description
Leadership/Management Behaviors	Performance expectations from job description
Strategic Objectives or Special Initiatives	Performance expectations supporting college goals/initiatives
Personal and Professional Development	Performance expectations supporting staff goals/initiatives

Using the Job Description , College/Division/Department Goals, and the staff person's goals, the employee and supervisor agree upon specific objectives for each of the above areas. This information is then entered into the **Objectives** area on the SDP form.

The performance objectives should be **SMART** objectives. **SMART** objectives are:

Specific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound.

Examples of how to write SMART objectives are located at LCCShare/HR/Staff Development Plan/SDP Examples. You may also contact an HR Director for assistance.

STEP III - Developing Support for Objectives

After completing the objectives, the supervisor and employee agree on what type of support the manager will provide the employee to meet the objectives, i.e., training, supplies, staffing, etc. This information is entered into the **Supervisor's Support** area of the SDP.

The supervisor and employee establish a date to follow-up and give feedback to one another.

**STEPS I - III SHOULD BE COMPLETED BY JANUARY 1 EACH YEAR FOR SUPPORT STAFF
AND JULY 1 EACH YEAR FOR ADMINISTRATORS**

STEP IV - Conducting the Mid-Year Discussion

On or before the mid-year meeting date, the supervisor and staff member review the SDP to determine the validity of objectives and progress made. Information related to the discussion is included in the Mid-Year discussion area of the form. The supervisor and employee establish a meeting time for the year-end review.

STEP V - Year-end Discussion

At the year-end review meeting the supervisor and staff person discuss the achievements. This information is entered into the **Performance** area of the SDP located under each **Objective**.

The supervisor completes the **End of the Year Discussion** section with a performance statement. The staff member may complete the **Employee Comment** section. The staff member and supervisor sign the SDP. The SDP Form is forwarded to the next level supervisor who will sign. **The completed and signed SDP Form is sent to Human Resources, MC8041.**

STEP VI - Developing an Action Plan*

If performance objectives are not met, an Action Plan should be developed with the employee. Very specific information should be a part of the Action Plan including specific development objectives, timelines, etc.

**STEPS V AND VI SHOULD BE COMPLETED BY DECEMBER 15 OF EACH YEAR FOR
SUPPORT STAFF AND JUNE 15 FOR ADMINISTRATORS.**

*Action Plans should be revisited at any time during the year if it is determined that objectives are not being met.