

## HR Matters: Career Development

[Music begins]

Narrator 1: Hi, I am Wanda Workforce. Our conversation today is about career development and Individualized Professional Development Plans, also known as IPDPs. Research shows the 70-20-10 Rule for learning and development suggests a proportional breakdown of how people learn effectively.

70% of all learning should be experiential. This includes reflective practices, hands-on experiences, team projects, and rotational assignments. 20% of all learning is social. This involves networks, mentors, and coaches. 10% of learning is formal, such as structured courses, learning modules, Training and Technical Assistance. That's where an IPDP comes in...

Narrator 2: Thanks Wanda. An IPDP can help staff achieve their career goals and aid programs in succession planning, credentialing, and degree attainment. Completing an IPDP requires organizational commitment, an investment of time, finance, and energy. The good news is research shows the return on investment can be significant!

A plan with explicit goals provides structure for future learning. The *Individualized Professional Development Plan to Support Career Pathways* is an action plan which tracks progress, sets new goals, and adjusts career plans as needed. When writing an IPDP, the first step is to complete the profile to reflect on skills, knowledge, interests, and abilities. The next step is to complete the Action plan. This is where strengths are examined and gaps in training, education, and competency requirements are identified.

You also want to ensure the IPDP career goals are SMART driven. SMART stands for: Specific - Goals should be clearly defined. Measurable - A metric should establish when a goal is accomplished. Achievable - Goals should be attainable. Relevant - Connect the goals to job responsibilities and career plans. Time-based - The plan should establish a timeline for tracking key benchmarks.

Next, identify key resources and potential challenges which may get in the way. Sharing career goals can help boost accountability and commitment. The next and final step is to capture progress made towards goals and adjust if needed. Most importantly, remember to celebrate progress toward all goals.

Narrator 1: Let's reflect on what you just heard. An IPDP supports individualized career pathways, assists the program to achieve its objectives, and helps programs meet educational and competency requirements. The IPDP can help your program increase engagement and reduce turnover. How can the Individualized Professional Development Plan be used in your program?

See you next time on HR Matters!

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