USDA

Senior Executive Service
Candidate Development Plan

Executive Development Plan (EDP)

Name of Employee:		Present Position Title:	
Office:		Date Assigned to Position:	
Series:		Telephone Number:	
Grade:		E-mail:	
Executive Development Plan Completion Date:		EDP Review Date (Six Months after Completion Date):	
Short-Range Career Goals: (1-2 Years)			

Name:	
Title:	
Phone:	
Email:	
Name:	
Organization:	
Job Title:	
Phone:	
Email:	

LEADERSHIP DEVELOPMENT GOALS

Based on self-assessment, assessment center results, 360 report, supervisor appraisal, coach and mentor consultation, identify the ECQ and specific competencies in your development goals.

☐ **Leading Change**
○ creativity/innovation
○ external awareness
○ flexibility
○ resilience
○ strategic thinking
○ vision

☐ **Leading People**
○ conflict management
○ leveraging diversity
○ developing others
○ team building

☐ **Results Driven**
○ accountability
○ customer service
○ decisiveness
○ entrepreneurship
○ problem solving
○ technical capability

☐ **Building Coalitions**
○ partnering
○ political savvy
○ influencing/negotiating

☐ **Business Acumen**
○ financial management
○ human capital management
○ technology management

Fundamental Competencies
☐ interpersonal skills
☐ oral communication
☐ integrity/honesty
☐ written communication
☐ continual learning
☐ public service motivation

SELF ASSESSMENT

Educational Background:	
Employment Experience:	

Significant Development Activities Completed	Date Completed
Self-Development Activities:	
On-The-Job Training/Assignments:	
Formal Classroom Training:	

SHORT-RANGE GOALS (1-2 Years)

Targeted Competency & Reason for Selection -Expand upon strength -Develop leadership area -Improve knowledge/ expertise	Developmental Activities [SDA] Self-Developmental Activities [OJT] On-The-Job Training [FCT] Formal Classroom Training – include source [DA] Developmental Assignment [Other] (Conferences, E-learning, Reading, etc.)	Specific Outcomes (Include Evidence of Accomplishment)	Deliverable Dates	Cost
Leading Change	[FCT] – Diagnosis of Current Leadership Skills and Creating a Plan for Future Development (American University, (AU))	-Successful Graduate Level Course Completion -Committed to personal and organizational improvement including implementing new ideas, improving ways to accomplish work, and adopting organizational change. -Behavior that recognizes, encourages, and employs the creative capacity of others.	Add Dates	$1646.88
	[FCT] – Transforming from Managing to Leading (AU)		Add Dates	$1646.88
Leading People	[FCT] – Leader as a Team Building and Facilitator (AU)	-Successful Graduate Level Course Completion -Increased self-understanding and emotional control -Increased understanding of others and empathy -Ability to develop a culture of inclusiveness; communicating in ways that encourage cooperation, and promote both task	Add Dates	$1646.88
	[FCT] – Leading in the Context of Constitutional Government (AU)		Add Dates	$1646.88

		accomplishment and positive team/group dynamics -Increased support of a "learning organization" culture		
Being Results Driven	[FCT] – Leading Organizational Change to Improve Results (AU) [FCT] - Leadership Skills for Program Goal Setting, Monitoring, and Evaluation (AU)	-Successful Graduate Level Course Completion -Usage of conventional and divergent thinking to generate new approaches -Behavior that examines, analyzes, questions and challenges current situations, issues, approaches and information -Behavior that uses a variety of problem solving techniques and collaborative approaches to identify and evaluate alternative courses of action for problem solving	Add Dates Add Dates	$1646.88 $1646.88
Building Coalitions and Communication	[FCT] - Leading Through Strategic Communication (AU)	-Successful Graduate Level Course Completion -Transformed leadership behaviors which contribute to collaborative work, sharing information, and solicits input from others. -Behavior that understands the value of, maintains the quality of, and can exercise appropriate influence on relationships with co-workers, supervisors, customers and contacts across the environment. -Behaviors that identifies, builds, influences and strengthens internal support bases. -Increased networking and building of strong	Add Dates	$1646.88

		relationships based on confidence and trust.		
Demonstrating Business Acumen	[FCT] – Leading Effective Public Policy Implementation (AU)	-Successful Graduate Level Course Completion -Increased understanding of how partnerships can be employed to reduce duplication, enhance effectiveness and maximize value. Increased usage of collaborative behaviors.	Add Dates	$1646.88
Leading People, Interpersonal Skills, Oral Communication	[Other] - 360-Degree Emotional Intelligence Survey	-Promotes and models courtesy, respect and trust -Cultivates a learning culture of reflective openness.	Add Dates	
Add Competencies Here	[Other] - Professional Coaching		Add Dates	
	Add Additional Courses Here		Add Dates	
	Add Additional Courses Here		Add Dates	
	Add Additional Courses Here		Add Dates	
Competencies to be Addressed are Outlined in Separate Document	DA - 4 Month Developmental Assignment (specific details addressed under separate cover)	Addressed in separate document.	Dates Provided in Separate Document	

Agreement

I will pursue the training and development outlined in this plan. However, I understand this is not a contract for training.

Candidate:

Signature:

Title:

Date:

Mentor:

Signature:

Title:

Date:

ERB Chair:

Signature:

Title:

Date:

Comments: