

EXECUTIVE - MANAGEMENT - SUPERVISORY (E-M-S)
INDIVIDUAL DEVELOPMENT PLAN

1. Name (Last, First, Middle initial)		2. Social Security Number		3. Position Number	
4. Pay Plan, Series, Grade	5. Official Position Classification Title	6. Working/Organization Title		7. Organizational Structure Code	

8. Managerial Knowledges, Skills, and Abilities Required for Present Position: (Continued on reverse)	9. Weight Factor	10. Proficiency Level		11. Recommended Optimum Developmental Activity:
		Satisfactory	Needs Development	

A. FUNDAMENTAL

- 1. Management Theory and Concepts
- 2. Organization and Position Management
- 3. Work Planning and Productivity
- 4. Communication Process
- 5. Human Behavior and Motivation
- 6. Supervisory Responsibility in the RD

B. GENERAL

- 1. Problem Solving and Decision Making
- 2. Instructor Training
- 3. Time Management
- 4. Organizing Work
- 5. Conflict Management and Negotiation
- 6. Writing Techniques
- 7. Meetings/Discussion Groups
- 8. Stress Management
- 9. Public Speaking
- 10. Interview Techniques
- 11. Counseling
- 12. Introduction to ADP
- 13. Automation and the Manager
- 14. Career Planning
- 15. Public Relations

INSTRUCTIONS FOR PREPARATION

This form is used to identify and record individual E-M-S development needs of Rural Development (RD) E-M-S employees. It should be prepared on or about the time the E-M-S employee is scheduled to receive his or her annual performance rating. It should be reviewed annually and revised or updated as necessary.

GENERAL

- Identify the managerial knowledge, skills, and abilities (KSA factors) necessary to perform the duties and responsibilities of the E-M-S employee's assigned position.
- Assess the degree to which E-M-S employee possesses the required managerial KSA s. Those KSA s requiring improvement are designated as individual E-M-S development needs.
- Identify the optimum developmental activity which will assist the E-M-S employee in acquiring a satisfactory level of proficiency for each KSA requiring improvement.
- Prepare a current year development plan. List only those developmental activities which you plan to accomplish during the succeeding 12 Months.

SPECIFIC

- Block 1 - Enter the employee's last name, first name, and middle initial exactly as recorded on Time and Attendance Report (T&A).
- Block 2 - Enter the employee's Social Security Number as it appears on the T&A Report.
- Block 3 - Enter the position number which identifies the position to which the employee is assigned. Refer to Form AD-332, Position Description (Block 3).
- Block 4 - Enter the employee's pay plan, occupational series, and grade (e.g., GS-475-11, GS-1165-12).
- Block 5 - Enter the employee's official position classification title (e.g., Supervisory Agricultural Management Specialist, Supervisory Loan Specialist).
- Block 6 - Enter the employee's working/organizational title (e.g., County Supervisor, District Director).
- Block 7 - Enter the employees Organizational Structure Code. Refer to Form AD-332, Position Description (Block 17).
- Block 8 - List the managerial KSA s required to perform the duties and responsibilities of E-M-S employees.
- Block 9 - Enter the employee's official position classification title (e.g., Supervisory Agricultural Management Specialist, Supervisory Loan Specialist).
- Block 10 - Place a check "✓" in the Satisfactory column, beside those managerial KSA s which the E-M-S employee has attained a satisfactory level of proficiency and a check "✓" in the Needs Development column beside those managerial KSA s which the E-M-S employee requires improvement or needs to sharpen.
- Block 11 - Beside those KSA s with a check "✓" in the Needs Development column, enter the recommended optimum developmental activity which will assist the employee in attaining a satisfactory level of proficiency. Alternative developmental resources are listed in the designated section of the "E-M-S Training and Development Guidebook".
- Block 12 - Enter those developmental activities from Block 11 which you plan to accomplish during the next 12 months.
- Block 13 - Select the appropriate "Source" code from those listed below and enter beside each developmental activity listed in Block 12:
- | | | |
|------------------------|-----------------------------|-------------------------------|
| 01 - RD Sponsored | 05 - Other Federal Dept. | 09 - Industry |
| 02 - USDA | 06 - USDA Graduate School | 10 - Professional Association |
| 03 - Other USDA Agency | 07 - State/Local Government | 11 - Consultant |
| 04 - OPM | 08 - University/College | 12 - Other (Specify) |
- Block 14 - Select the appropriate "Method" code from those listed below and enter beside each developmental activity listed in Block 12.
- | | | |
|-----------------------------|---------------------|---------------------------------|
| 01 - Formal Classroom | 05 - Computer Based | 09 - Training Film |
| 02 - Correspondence | 06 - VCR Tape | 10 - Detail/Mobility Assignment |
| 03 - Programmed Instr. Text | 07 - Audio Cassette | 11 - Other (Specify) |
| 04 - Formal TV Course | 08 - LP Recording | |
- Block 15 - Enter inclusive dates of developmental activity (e.g., 7/22/85 - 7/25/85).
- Block 16 - Enter total number of hours for each developmental activity: 1 day = 8 hours (e.g., total hours for example in Block 15 is 32 hours).
- Block 17 - Enter estimated total cost for each developmental activity (i.e., tuition and associated fees, books and materials, travel, per diem, household movement, etc.) Do not Include salary costs.

**INFORMATION SHEET - MANAGERIAL KNOWLEDGES, SKILLS,
AND ABILITIES REQUIRED BY FMHA E-M-S EMPLOYEES**

WEIGHT FACTOR 1 - Critical 2 - Essential 3 - Needed	Asst. County Supervisor	County Supervisors	District Directors & Assts.	Program Chiefs	Administrative Officers	State Directors	FO Managers & Supervisors	NO Managers & Supervisors
A. FUNDAMENTAL								
1. Management Theory and Concepts	2	2	1	1	1	1	2	2
2. Organization and Position Management	3	2	1	2	1	1	2	2
3. Work Planning and Productivity	1	1	1	1	1	2	1	1
4. Communication Process	1	1	1	1	1	2	1	1
5. Human Behavior and Motivation	2	1	1	2	2	1	2	2
6. Supervisory Responsibility in the RD	1	1	1	1	2	1	1	2
B. GENERAL								
1. Problem Solving and Decision Making	1	1	1	1	2	2	1	1
2. Instructor Training	3	2	1	2	2	2	3	2
3. Time Management	1	1	1	1	2	2	2	2
4. Organizing Work	1	1	1	1	1	1	2	2
5. Conflict Management and Negotiation	3	2	1	2	2	1	2	2
6. Writing Techniques	1	2	2	2	2	2	2	2
7. Meetings/ Discussion Groups	2	2	1	2	2	2	2	2
8. Stress Management	2	2	1	2	2	2	2	2
9. Public Speaking	2	2	1	2	2	2	3	2
10. Interview Techniques	1	1	1	2	2	2	2	3
11. Counseling	2	1	1	2	2	1	2	2
12. Introduction to ADP	3	2	2	2	2	2	3	2
13. Automation and the Manager	3	2	2	2	2	2	3	2
14. Career Planning	3	2	2	2	2	3	3	3
15. Public Relations	1	1	1	1	2	1	3	2
C. FUNCTIONAL								
1. Financial Management	2	1	2	1	2	2	3	3
2. Budget Administration	3	3	3	3	1	2	3	2
3. Personnel Management	3	2	1	3	1	2	2	2
4. Procurement	3	3	3	3	1	3	3	3
5. Automated Information Management	3	3	2	2	1	2	2	2
6. Labor/Management Relations	3	3	2	3	2	2	2	3