

USDA - FmHA Form FmHA 2057-9 (8-85)						EXECUTIVE - MANAGEMENT - SUPERVISORY (E-M-S) INDIVIDUAL DEVELOPMENT PLAN		
1. Name (Last, First, Middle Initial) (1)			2. Social Security Number (2)		3. Position Number (3)			
4. Pay Plan, Series, Grade (4)		5. Official Position Classification Title (5)		6. Working/Organization Title (6)		7. Organizational Structure Code (7)		
8. Managerial Knowledge, Skills, and Abilities Required for Present Position: (Continued on reverse) (8)				9. Weight Factor (9)	10. Proficiency Level Satisfactory Needs Development (10) (10)		11. Recommended Optimum Developmental Activity (11)	
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 FmHA								
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								

This form is used to identify and record individual Executive - Management - Supervisory (E-M-S) development needs of Farmer Home Administration (FmHA) 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.

FmHA 2057 9 (8 85)

(see reverse)

PROCEDURE FOR PREPARATION

: FmHA Instruction 2057-G.

PREPARED BY

: E-M-S Employee and Supervisor.

NUMBER OF COPIES

: Original and three.

SIGNATURES REQUIRED

: E-M-S Employee and Supervisor.

DISTRIBUTION OF COPIES

: Original to employee; copy to Employee's Supervisor; copy to Employee's OPF; and copy to applicable State Office, Finance Office, or National Office.

8. Managerial Knowledges, Skills, and Abilities Required for Present Position: <i>(Continued)</i> (8)	9. Weight Factor (9)	10. Proficiency Level		11. Recommended Optimum Developmental Activity: (11)
		Satisfactory (10)	Needs Development (10)	
C. FUNCTIONAL				
1. Financial Management				_____
2. Budget Administration				_____
3. Personnel Management				_____
4. Procurement				_____
5. Automated Information Management ..				_____
6. Labor/Management Relations				_____
D. OTHER				
1.				_____
2.				_____
3.				_____
4.				_____

CURRENT YEAR DEVELOPMENT PLAN

12. Recommended Optimum Developmental Activities (12)	13. Source Code (13)	14. Method Code (14)	15. Dates		16. Length of Activity (HRS) (16)	17. Total Cost Estimate (17)
			Start (15)	End (15)		

Employee <i>(Signature)</i>	Date	Supervisor <i>(Signature)</i>		
		<table border="1"> <tr> <td>Social Security Number</td> <td>Date</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Social Security Number	Date
Social Security Number	Date			

INSTRUCTIONS FOR PREPARATION

This form is used to identify and record individual E-M-S development needs of Farmers Home Administration (FmHA) 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 knowledges, 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 employee's Organizational Structure Code. Refer to Form AD-332, Position Description (Block 17).
- Block 8 - Lists the managerial KSA s required to perform the duties and responsibilities of FmHA E-M-S employees.
- Block 9 - Enter the appropriate "weight factor" beside each managerial KSA listed in Block 8. Assigned weights are listed on the information sheet "Managerial Knowledges, Skills and Abilities Required by E-M-S Employees" contained in the "E-M-S Training and Development Guidebook."
- 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 - FmHA 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 FmHA	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	3	2
9. Public Speaking	1	1	1	2	2	2	2	3
10. Interview Techniques	2	1	1	2	2	1	2	2
11. Counseling	3	2	2	2	2	2	3	2
12. Introduction to ADP	3	2	2	2	2	2	3	2
13. Automation and the Manager	3	2	2	2	2	3	3	3
14. Career Planning	1	1	1	1	2	1	3	2
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