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| C:\Documents and Settings\Susan.Kalbach\My Documents\My Pictures\thumbnail[5].jpg | **Executive Development Plan (EDP) for the NOAA Senior Executive Service (SES)** | | | | | | | | |
| The Executive Development Plan (EDP) is a “road map” for all short-term and long-term developmental activities that will strengthen an executive’s leadership skills and performance. Activities chosen should allow for a broader perspective of NOAA, as well as Government-wide, and assist executives in meeting Office and Agency goals. This EDP template is the form NOAA SES members use to document and track their developmental activities. SES members will complete this form at the beginning of the performance planning cycle, review the plans periodically and update the plan annually, incorporating input from relevant plan contributors (i.e., a supervisor), as needed. EDPs will be reviewed annually by the executive’s supervisor and the Operating Executive Resources Board (OERB). | | | | | | | | | |
| NAME | | | | | POSITION/TITLE: | | | SERIES/GRADE: | |
| ORGANIZATION (Bureau/Office) | | | | | | | | | |
| CAREER GOAL (long-term; mission/vision/values oriented): | | | | | | | | | |
| DEVELOPMENTAL OBJECTIVES (3 to 5 objectives)  *My short-term objectives are (for the next year):* | | | | | | | 360 ASSESSMENT STATUS (OPTIONAL):  Completed 🞏 Not Completed 🞏  Tool utilized (*e.g. CCL Benchmarks or OPM 360 Assessment*): | | |
| *My long-term objectives are (for the next 3 – 5 years):* | | | | | | | | | |
| EMPLOYEE – Signature | | | | | | | DATE | | |
| SUPERVISOR – Name and Signature | | | | | | | DATE | | |
| BUREAU’S EXECUTIVE RESOURCES BOARD – Representative’s Name and Signature | | | | | | | DATE | | |
| (OPTIONAL) MENTOR or EXECUTIVE COACH –Name and Signature | | | | | | | DATE | | |
| **(Short Term) DEVELOPMENTAL OBJECTIVE #1(*enter the firstshort-term objective you noted on page 1 and complete the related chart*):  Considerations as your identify your objectives:** *Be sure your objectives are SMART: S (Specific), M (Measurable), A (Achievable), R (Relevant), and T (Time-bound).What is the objective? Why did you select it? To what extent will meeting this objective benefit you and your office/organization?Example activities and additional questions for consideration are provided below.*  **OBJECTIVE 1:** | | | | | | | | | |
| **Activities** | | **ECQ Competencies Addressed** | **Expected**  **Completion Date** | **Progress** | | **Costs (*if any)*** | | | **Expected Outcomes/Measures** |
|  | | *What OPM ECQ are you addressing?* | *What is your target completion date for this activity?* | *How do you measure your progress for this activity?* | |  | | | *How will you know that you were successful? How will you demonstrate your acquired competency? How can your supervisor validate that you have acquired the new competency?* |
| **1. Example: Developmental Assignment** | |  |  |  | |  | | |  |
| **2**. **Example: Develop a community of practice** | |  |  |  | |  | | |  |
| **3. Example: Represent Commerce on an agency-wide committee** | |  |  |  | |  | | |  |
| **List Possible Obstacles below:** How will you manage these obstacles? | | | | | | | | | |

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| **IMPACT ANALYSIS for DEVELOPMENTAL OBJECTIVE #1 – (*copy the objective from the previous page*)**  *You may want to consider CCAR as you complete your impact analysis. (CCAR (challenge-context-application-result) model used in writing ECQ statements; demonstrating executive experience and competency). An example is provided in the first row.* | | | |
| **Challenge: Intended Learning Outcomes (linked to ECQs)** | **Context: Application On-the-job** | **Key Results** | **Impact on Office and/or Agency Goals** |
| **Example: Improve effectiveness in managing office’s financial resources to set priorities.** | **Prepare, justify, and administer the office budget: Monitoring expenditures by applying a cost-benefit model to every program.** | **Identified 3 programs that were utilizing redundant contractor services. Re-negotiated contract to leverage “repeat business” resulting in savings of $150K/annually.** | **Effective stewards of financial resources** |
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**Next Steps:** Copy charts on pages 2 and 3 and complete for all short-term objectives identified on page 1 of this form. Share the completed form with your supervisor for input and feedback. Obtain the necessary signatures and forward a copy of this plan to the Workforce Management Office, Name and contact info – *to be completed*.

ADDENDUM for NOAA EDP – *to be developed*

This addendum provides a placeholder for NOAA-specific required training and development events. Periodically, Bureau-wide training or educational activities are identified by NOAA leadership that will be required for all NOAA SES members. In these situations, the business need being addressed; learning objectives; ECQs and related competencies; and the due-date will be pre-filled.

Executives may choose how they will comply with the required and demonstrate achievement toward meeting the learning objective and addressing the ECQ(s) and related competencies.

Business Need Being Addressed:

Learning Objective:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ECQ | Competency | Due Date | Activity *(completed by Executive)* | Date Completed *(completed by Executive)* |
| Business Acumen |  |  |  |  |
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