



ODOT Human Resources

## Employee Development Plan

(For instructions, see reverse side)

### EMPLOYEE INFORMATION

☐ NEW PLAN ☐ PLAN UPDATE

1. NAME (LAST, FIRST, MIDDLE INITIAL)		2. EMPLOYEE I.D. NUMBER		3. PLAN EFFECTIVE DATE	
4. DIVISION/SERVICE		5. REGION/SECTION/SERVICE GROUP		6. CREW/UNIT	
7. OFFICE ADDRESS				8. TELEPHONE NUMBER	
9. TRAINING OBJECTIVES					

### DEVELOPMENT PLAN

10. TRAINING CODE	11. OJT	12. COURSE TITLE OR GENERAL SUBJECT*	13. APPROX. COST	14. DATES	15. LOCATION
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
16. TOTAL COST					

17. COMMENTS

--

\* It is the employee's responsibility to register for *non-ODOT-sponsored* training programs.

18. EMPLOYEE'S SIGNATURE	19. DATE	20. MANAGER'S SIGNATURE	21. DATE
--------------------------	----------	-------------------------	----------

## INSTRUCTIONS

**PURPOSE:** An Employee Development Plan should be mutually developed by the employee and their immediate manager at least annually. The plan should be updated when changes occur in the employee's work duties or additional training is requested. The purpose of the plan is to identify internal and external training for the employee.

### **COMPLETING THIS FORM:**

- Block 1 -** Name (self-explanatory)
- Block 2 -** Employee I.D. Number (used for your training record identification)
- Block 3 -** Plan effective date (recommend entering July 1 to coincide with beginning of the fiscal year)
- Block 4 -** Division (list: Transportation Operations, Central Services, DMV, MCTD, Transportation Safety, or Rail Division)
- Block 5 -** Region/Section/Service Group (examples: ISB, DMV Processing Services Group, Ashland-POE)
- Block 6 -** Crew Number (self-explanatory)
- Block 7 -** Office Address (self-explanatory)
- Block 8 -** Telephone number, include area code and extension (if applicable)
- Block 9 -** Training objectives, list the skill(s) and/or educational goal(s) the employee is seeking to attain during the next year, for example: "Complete 8 professional development hours (PDH) in support of maintaining currency on my registration." Or "Increase my writing and proofreading skills to be able to draft legislative reports."
- Block 10 -** Training code, for ODOT courses use codes listed in the current catalog, see <http://intranet.odot.state.or.us/hr/>
- Block 11 -** On-the-job (OJT) training, place a check in the block if training is OJT
- Block 12 -** Course title or general subject, for ODOT courses use titles listed in the current catalog, see <http://intranet.odot.state.or.us/hr/>
- Block 13 -** Cost, list the approximate cost
- Block 14 -** Dates, list date if known
- Block 15 -** Location, list location, if know, e.g., ODOT HR Center, Eastern Oregon University, Chemeketa Community College, etc.
- Block 16 -** Total Cost, total all the individual costs and list in this block
- Block 17 -** Comments (optional)
- Block 18 -** Employee & Manager Signatures & Dates (mandatory)

**ENROLLING IN TRAINING:** For ODOT-sponsored training, when this plan is entered into the ODOT registration system the employee is enrolled in the class(es). Employees and managers are notified of class dates, times, and locations six weeks prior to the class. It is the employee's own responsibility to register for external training programs upon approval by his/her manager.

**RECORDS RETENTION:** This copy used for data entry into the ODOT registration system may be recycled after the information is transferred. The employee and manager should retain individual copies for the effective year.