

## Creating A Development Plan

### Development Plan Tools, Tips, and Tricks

- Utilize the Development Wizard to create plans based on competencies or aspirational jobs. For more information on the development wizard, please refer to the Development Plan Tutorial available on SumTotal, coming soon!
- Add objectives to organize tasks. Create a title and link tasks and learning for easy access for employee and manager.
- Add a “Library Task” by linking to the Learning Management library to access hundreds of learning activities for the development plan or create an “Other Task” and enter in any outside training that will be useful to your team or an individual employee.
- If you are a manager, you can go to the “My Team” tab -> Development -> My Team Development Plans. Here you can create development plans for your whole team instead of adding tasks individually.

### Create a Development Plan

The Development Plan provides an interface where employees and their managers can identify and manage any activities the employee should complete to close any gaps between current capabilities and those of a current or a future position.

Users can group activities, enabling employees to understand how they are developing, and to target the activities that are most important to their career goals. Key metrics and summaries help users understand how much they have progressed toward their development goals. Special planning tools allow managers and administrators to manage Development Plans for their team or anyone in the organization, respectively - including mass activity assignment, and plan review and approval.

To start a Development Plan, follow the steps outlined below:

- Using the “Self” Menu at the top of the screen, navigate down to Development -> My Development Plan
- Click “Add Task”
- Select “Library Task” from drop-down menu.
- Utilize the search bar to add an activity. Click the “Search” button next to the “Select Activity” bar.
- Enter in the name of the activity you would like to add to your Development Plan.
- Select the title of the activity.
- Back on the “Add Library Task” screen, select the Plan Period this activity applies to. (Optional)
- Enter Start and End dates for this activity. (Optional)
- Select an objective to associate the activity to from the Objective drop-down menu. (Optional)
- Click “Save” at the bottom of the screen.

Instructor-led activities in the system are any activities, classes, or courses that are scheduled and led by a facilitator or trainer. For any instructor-led activities in the library (Example: Disciplinary Process), you must register for an offering. Select the activity under Tasks, then click the kebab menu under Actions. Or you can access this by going into your development plan under Tasks: All and click the 3 dots under Actions and you can start or register for the course. Note: most eCourses and Skillssoft content do not require registration.

To add an instructor-led activity to your Development Plan:

- Select the instructor-led activity in your search results.
- Click “Register”
- Complete the standard registration process to enroll in the development activity.
- Development activities are at the heart of the Development Plan. When included in a Development Plan, these activities help you improve in your current responsibilities, obtain the abilities needed for a future job, and track progress toward earning these abilities. You can assign new activities to yourself, manage these activities, track their completion, and group them by category.

Read more about Creating A Development Plan by accessing the [Performance Management guidebook](#).

*Still have questions? Reach out to the Performance Management Team at [PerformanceMgmt@rivco.org](mailto:PerformanceMgmt@rivco.org).*