



Executive Development Plan (EDP) Reference

Development plans help determine learning activities that will help you acquire the skills, knowledge, or behaviors needed to succeed. They make clear what needs to be learned and provide the roadmap for learning. This worksheet provides steps to assist you with creating your EDP. Remember, time spent in planning prepares the groundwork for a realistic and worthwhile EDP.

- 1) *Create a Vision.* Take the time to contemplate where you want to be in the next five years and beyond. Consider your Ideal self and future professional goals.
- 2) *Consider your Current State.* Assess your skills and knowledge. During this step, information from self-assessments or 360- or 540-degree assessments can be useful. The [Executive Core Qualifications](#) and [NASA's Leadership Model](#) could be of assistance with this process. Also, do your best to collect honest feedback from those around you, including your manager.
- 3) *Identify Gaps.* Based on your vision and current state, consider areas for growth. List strengths to build upon, as well as, areas to improve. *Note: If you are new to a position, it may be helpful to identify gaps between current competencies and those required to perform your job functions.*
- 4) *Formulate Goals.* Develop goals based on the gaps or areas where you want to see change. They should include short range (within 1 year), mid range (2-4 years) and long range (5 years and beyond). Discuss with your manager and/or coach.
- 5) *Investigate Learning Options.* Opportunities for development can take on many forms. For each development objective, determine what strategies would work best to meet your needs. Consider your learning style and timeframe. There are many resources to investigate. Discuss ideas with your manager, coach and/or peers.
- 6) *Document your Plan.* Use the EDP [template](#).
- 7) *Review with your Manager.* Obtain your manager's thoughts and support.
- 8) *Implement and Update.* An EDP is a living document and should be adjusted as appropriate. We recommend adjusting as needed at your mid-term review. However, if you change position or if you decide to pursue a new area you should consider updating it at that time.

Examples of Learning Options

- Internal/External Classes
- Conferences/Forums
- Mentoring
- Mobility Assignments
- Details
- Executive Coaching
- Action Learning
- Individual Study
- Communities of Practice
- Peer Exchanges or Coaching

Career Counselors, Coaches and other Services in [HRMD/EOEB](#) can assist with this process.

"...development does not mean taking people away from their work. It means helping them *learn* from their work."

(Center for Creative Leadership [Handbook on Leadership Development 2003](#)).