

## WORKSHOP OBJECTIVES

This Program aims to impart conceptual knowledge and hands-on experience in crafting out Individual Development Plans with the following objectives:

1. Have a detailed understanding of the Competency based approach to development.
2. Appreciate the theory behind competencies that are easy to develop and those that need significant effort.
3. Explore different ways to develop competencies
4. Help participants chart out specific development goals by identifying their strengths and areas of development through a development dialogue
5. Ensure that the Development goals are SMART and explore review mechanisms that are easy to implement.
6. Facilitate this process for other employees in their organisations

### THIS PROGRAM HAS BEEN SPECIALLY DESIGNED FOR

Line Managers, OD practitioners, HRD Professionals, HRD Managers and others from the internal OD, Training, Employee Engagement and Talent Management Teams

Participants who are from a non-consulting background and do not have easy access to in-depth knowledge of crafting out IDPs will benefit from this program

# WORKSHOP ON CREATING INDIVIDUAL DEVELOPMENT PLANS (IDPs)

VIRTUAL CLASSROOM DATES

JULY 27 & 28

### Timings for the Virtual Classrooms

**Saturday Classes:** 09.00 am to 01.00 pm (4 hours)

**Sunday Classes:** 09.00 am to 12.00 PM (3 hours)

How can organizations ensure that every employee has a clear learning agenda?

How does one ensure continuous learning and upgradation of competencies?

Should one focus more on strengths or on ones areas of improvement?

Which competencies are easy to change and which competencies require more effort?

What concrete actions can one take to prepare for potential roles that may emerge in the future?

Individual Development Plans (IDP) are the answer to all these questions. IDPs assist employees to become more self-aware and focus on their overall growth keeping immediate as well as future needs in mind.

### TO JOIN THIS PROGRAM, PLEASE REACH OUT TO:

Contact Details : Mobile-9741814473  
Land Line : (080) 26494919  
E-mail : [programs@tvrao.com](mailto:programs@tvrao.com)  
[www.tvrls.com](http://www.tvrls.com)

## WHAT IS AN IDP?

- An IDP is a concise document that outlines the vision behind an employees development goal and includes specific actions to capitalize on the employees strengths and ways to work around the areas of improvement
- An IDP may be crafted out keeping the current role or likely future role in mind or it could be a combination of both.
- It is finalized after a “Development Dialogue” between the employee and the manager
- A well thought out IDP can also help in career progression

## WORKSHOP STRUCTURE

**A total of four sessions covered across two Virtual Classrooms of 3-4 hours duration each.**

### **SESSION 1:** Competency based approach to Development

- Competencies and Behavior Indicators
- Methods of competency assessment (Performance Management Systems, Assessment Development Centers, Self-Assessment, 360 DF etc.)

### **SESSION 2:** Development Dialogues

- Identification of top strengths o leverage and areas of improvement o work around
- Implementation of Learning & Development models (e.g. 70:20:10 principle of learning)

### **SESSION 3:** Action Learning projects

### **SESSION 4:** Reviewing IDPs set to ensure success

## INVESTMENTS

- Rs16,000 per participant (Non-residential) + GST 18% or as applicable.
- The fees can be paid either through a NEFT transfer, Demand Draft or chequedrawn in favor of T.V. Rao Learning Systems Pvt. Ltd. payable at Bangalore
- The course fee for International participants is US\$ 300