## Steps to the Career Planning Tool (CPT) supporting your Individual Development Plan (IDP)

**Pre-Planning** 

Assess Skill Needs Formulate Goals

**Create IDP** 

Employee/Manager Meeting



**Know Your Options** 



**Know Yourself** 



**Know Yourself** 



Know What To Do Next



Know What To Do Next

- 1. Review the IDP Guidebook
- 2. Login to CPT
- Review a blank ATO IDP Form

- 1. <u>Complete Self</u> <u>Reflection</u>
- Create a CareerPath
- 3. <u>Complete Self</u>
  <u>Assessment/Rater</u>
  Feedback
- Review Career Path Position Profiles.
- 2. Identify
  behavioral
  examples in
  Strategic
  Leadership
  Capabilities
- Review Rater Feedback.

- Identify development activities using position profiles and Self Assessment/Rater Feedback.
- 2. Review Career
  Development
  Resources
- 3. <u>Login to eLMS and</u> create IDP

- Schedule a meeting with your manager to review.
- 2. Ask for feedback and listen.
- 3. Make any edits, if needed, and submit for approval.

