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

Pre-Planning

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

Assess Skill Needs

1. Complete Self Reflection
2. Create a Career Path
3. Complete Self Assessment/Rater Feedback

Formulate Goals

2. Identify behavioral examples in Strategic Leadership Capabilities

Create IDP

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

Employee/Manager Meeting

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

Questions? myATOcareer@faa.gov

Know Your Options

Know Yourself

Know Yourself

Know What To Do Next

Know What To Do Next