

# Northeast Region FY 2016 Individual Development Plan Guidance.

Creating and maintaining viable Individual Development Plans (IDP) continues to drive learning and development success at a regional and park level. Over \$20,000 in grants were awarded to 28 people in FY2015 to help with training and development. Better and more targeted development opportunities were offered to parks and offices. Additionally, program areas like accessibility, GIS, youth, and acquisitions identified interested people and were able to provide resources and training.

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## Who

Every permanent employee of the NER is required to have an active IDP. Term and Seasonal employees are strongly encouraged.

## What

The FY2016 NER IDP process has evolved into a guided computer program that walks individuals and supervisors through completing an IDP. It then auto-saves the results to a regional networked drive. A local copy is also saved to your computer. It is an *Excel* spreadsheet named **FY2016\_IDP\_form.xlsx** and it is a macro enabled file.

## Why

The more specific and accurate the IDP the better it reflects needs and the strategic ability to meet those needs. The addition of drop down menus and guided questions ensures that the right information is entered into the form and that this information can be sorted and prioritized at many levels.

## When

IDPs should be complete by the end of November 2016. Set aside a minimum of 30 minutes to complete the form, but the IDP process is ongoing and a detailed IDP may take longer.

## Where

The macro enabled spreadsheet can be downloaded at <https://sites.google.com/a/nps.gov/nerld/idp-fy2016> the

## How

The excel spreadsheet is self-explanatory. This guidance is designed to get the program downloaded and moved to where you can find it and start using it.

## Downloading the Spreadsheet

The file *FY2016\_IDP\_form.xlsm* is an excel spreadsheet that relies on macros (sub programs that automate functions in Excel like *saving* and *page navigation*). **It cannot be run as a *Google Spreadsheet* and must be downloaded to your local computer and opened in Microsoft Excel.**

The file will either be an attachment to an email, or a link in the NER Learning and Development website <https://sites.google.com/a/nps.gov/nerld/idp-fy2016> where you can download the spreadsheet.

### Instructions on downloading from Email

[Click Here](#)

### Instructions on downloading from link

[Click Here](#)

### Instructions on relocating the document to a park shared drive ( Z:\ or K:\ etc) **Not a Google Drive**

[Click Here](#)

Instructions on Opening a document that has already been saved to a local or shared drive.

[Click Here](#)

Instructions on saving a document that you opened without saving to a local drive first

[Click Here](#)