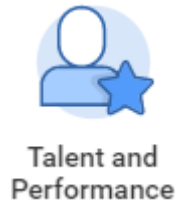


Start Development Plan

Overview

A Development Plan helps identify your career aspirations and set development objectives with action steps and target completion dates to help you focus on your short-term and long-term career aspirations. This job aid will walk you through starting your development plan and having a career conversation with your leader.

Who Does This: Employee starts the process. Your manager will also complete steps in the process.



Step 1

Choose the **Talent and Performance** worklet from your Workday.



Development Objectives

My Mentorships

Step 2

Under the My Development menu, select **Start Development Plan**.

Start My Development Plan

Eric Employee Actions

Review Template * 3 ⋮

Period Start Date * MM / DD / YYYY 4

Period End Date * MM / DD / YYYY

Step 3

From the drop-down menu, select the **Development Plan** review template.

Step 4

Enter today's date for both the **Period Start Date** and **Period End Date**. Your development objectives will have specific dates attached to them. By entering the current date here, you will have the flexibility to create a new development plan later if needed.

Review Template * ⋮

Period Start Date *

Period End Date *

enter your comment

Submit


5

Cancel

Step 5

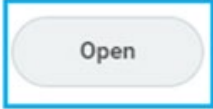
Click **Submit**.

Up Next




Eric Employee

Complete Employee Plan **6**



Step 6
 Select **Open** to update and add information into your Development Plan.


Career Interests

Career Preferences **7** 

Broaden; Expand beyond role; Manage Others


Career Interests
 Previously entered Career Interests will populate here. You can add or edit.

Job Interests

Job Interests **8** 

00271 - Manager Maintenance; 00289 - Manager R&D I; 00368 - Sales Engineer

Travel Preferences


Are you willing to travel? **9** 

Yes

What amount of time?
 25%

Additional Information
 Add additional details related to travel

Relocation Preferences


Are you willing to relocate for the short term? **10** 

Yes

Where for short term?
 North America; Europe/UK; Asia


Are you willing to relocate for the long term?
 No


Where for long term? **11**





Additional Information
 Add additional details related to relocation

If you have previously shared your career aspirations and availability for travel or relocation, that information will pre-populate in this section.


Step 7
 If you wish to update or add to your Career Preferences or Career Interests, click the pencil  icon to the right of that section.

Step 8
 To add or edit your Job Interests, click the pencil  to the right of that section. You can search for and select job profiles at CoorsTek that appeal to your future growth opportunities.

Step 9
 To add or edit your Travel Preferences, click the pencil  to the right of that section.



Step 10
 To add or edit your Relocation Preferences, click the pencil  to the right of that section.

Once you have completed each section click the checkmark to save that section.



Step 11
 Click **Next** to continue to the next section.

Development Objectives

Development Objective **12**  

Test Objective 1

Additional Information

Status *****
 On Schedule



13

Any active Development Objectives that you have already entered in your Workday profile will populate.

Step 12
 For pre-populated objectives, click on the pencil icon to edit or the X to delete from the template.

Step 13
 To add additional Development Objectives, click the Add button.

Use Existing Development Objective

Development Objective * 14

Additional Information

Category 15

Start Date MM / DD / YYYY 16

Completion Date MM / DD / YYYY 19

Status * 17

Status Note

Next

18

Step 14
Add your **Development Objective**. The **Additional Information** section can be used to elaborate on your objective.

Step 15
Select the appropriate Development Item Category from the drop-down list.

Step 16
Add the start date and projected completion date for this objective. If you need to modify dates after the plan is submitted, you can do so through your Talent and Performance Worklet.

Step 17
Select a current status for the development objective.

Step 18
Select the checkmark to save that objective.

Repeat steps 13-18 above to add any additional development objectives.

Step 19
Click Next to continue to the next section.

Career Discussion Questions 20

Question What action steps will you take to achieve your development objectives?

Question What resources are needed to ensure you are successful in achieving each of your development objectives?

Question List any projects, committees or other responsibilities in which you would like to be involved to help develop your career.

Step 20
Review the **Career Discussion Questions**. Click on the pencil icon to the right of the first question (answer required)

Question What action steps will you take to achieve your development objectives?

Employee Evaluation

Answer * 21

Next 23

22

Step 21
Add your answer to the career discussion question.

Step 22
Click the check mark to save your answer.

Repeat steps 20-22 for the remaining 2 Career Discussion Questions.

Step 23
Click **Next** to continue.

EMPLOYEE: 24

Please review the summary of your Development Plan and click "submit" if you are satisfied with the content. If you want to make any changes prior to submitting to your leader, you can click on the pencil icon to the right of each section. If you need more details, click "Guide Me."
After you hit submit, you will immediately receive another inbox task to print your plan and schedule a development discussion with your leader.

25 Submit Save for Later Close

Step 24
Review the summary of your Development Plan and make any changes if desired.

Step 25
Click **Submit**.

Schedule Development Discussion with your leader:
Development Plan: Eric Employee 26 ☆
31 second(s) ago - Effective 07/07/2021

Step 26
As soon as you hit Submit, you will receive an inbox To Do task to schedule a Development Discussion with your leader. Open the Development Discussion task.

Complete To Do
Schedule Development Discussion with your leader ...
31 second(s) ago - Effective 07/07/2021

For: Eric Employee
Overall Process: Development Plan: Eric Employee
Overall Status: In Progress

Instructions: As the owner of your career development, please print your Development Plan and schedule a meeting with your leader. During this meeting, you will discuss your career aspirations and the development objectives that you have created in your Development Plan. After you have completed the development conversation with your leader, please click Submit.

File Name	Type	File	Created by	Date and Time Created	
Employee Review Printout 2021-07-06 14_26 CDT.pdf	Business Form (PDF)	Q	Eric Employee	07/06/2021 02:26 PM	Delete

27


28 Submit Save for Later Close

Step 27
A PDF printout of your Development Plan is included in this step. Click on the link under "File Name" to print your Development Plan for the discussion with your leader.

Step 28
Once you have completed the scheduled discussion with your leader, click **Submit** to verify that the To Do discussion is complete.

NOTE: Do not hit submit until you have completed the development discussion with your leader.


Once you hit Submit, your plan will be routed to your leader to review and acknowledge that the discussion was completed.

 **Inbox** 29
1 item

Development Plan: Eric Employee - Manager Plan
13 second(s) ago - Effective 09/26/2019

Step 29
Once your manager reviews and acknowledges the content of your Development Plan, you will receive an inbox task. Select the **Development Plan – Manager Plan** inbox task

Please select an acknowledgement status from the drop-down menu below. You are acknowledging that you have reviewed and discussed the contents of your Development Plan with your manager and have established shared accountability for your continued growth and development.

Acknowledgement 30 


Employee Acknowledgement

Status

Comment

Acknowledge Development Plan without Comments

Acknowledge Development Plan with Comments

Step 30
Your completed Development Plan will be visible on the screen with a required acknowledgement. Click on the pencil icon  to select an acknowledgement status. You can acknowledge with or without comments.

	<p>Step 31 If you choose to acknowledge with comments, add any comments in the box below the acknowledgement status.</p> <p>Step 32 Select the check mark to save your comments.</p> <p>Step 33 Click Submit.</p>
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FAQ's

How can I print my Development Plan? Click on your Talent and Performance Worklet and select Printable Review from the My Performance section. You will be able to select your Development Plan to print from the drop-down list.

View Printable Employee Review

What if I want to modify my Development Objectives? You can view your Development Objectives by selecting the Talent and Performance Worklet. You have the ability to modify current objectives or add additional objectives from this menu.