

# SUPERVISOR CONSOLE

- View and Approve IDPs
- View employee transcripts
- View multiple layers of employees
- Monitor organizational Learning

**Supervisor Console**

View and Manage supervised user information.

Search

Records found: 4

	User Name	City	State	Job Title	Approval Date	Action
✓	Kim Messenger	Newburgh	NY	Instructor	04/19/2012	View User IDP
✗	Timothy Phillip	Kelington	VA	US Navy - MWR		View User IDP View User PDP View User Transcript
✗	R Leticio	Bamberg	NC	Business Manager - Enter/Theater Costume Shop - NF01 ***		View User IDP
✓	M (text) Leticio			Director, Family & MWR - DPMWR - NF05 ***	05/01/2012	View User IDP

  

	User Name	City	State	Job Title	Approval Date	Action
✓	Minerva Mouse			Business Manager - Bowling - NF04 *** (LWHP)	04/19/2012	View User IDP
✓	Michael mouse (text)			Business Operations Officer - BusDiv - NF05/0512/IC *** (K)	04/19/2012	View User IDP

  

	User Name	City	State	Job Title	Approval Date	Action
✗	Daisy Doggie			Administrative Assistant - SP Div - NF02 *** (K)		View User IDP
✗	Tiger Duck			Business Manager - GOF - NF04 *** (KLWP)		View User IDP
✗	Butters Wilson			Business Manager - Clubs - NF04 *** (NWP)		View User IDP
✗	Cleo Cat	Fort Anywhere	NY	Community Recreation Chef - CRD - NF04 *** (K)		View User IDP
✗	TESTER Leticio			ACS Mobilization and Deployment Specialist - 0511/76 *** (K)		View User IDP



[www.imcomacademy.com](http://www.imcomacademy.com)

## WHAT IS THE PROFESSIONAL DEVELOPMENT PROGRAM (PDP)?

The Professional Development Program (PDP) is a tool created to assist you with your professional development, career growth and the completion of your annually required Individual Development Plan (IDP). The PDP is job and grade level specific outlining the competencies, knowledge, skills, abilities and learning elements required to increase job proficiency and to help you excel in your current position. Learning elements such as trainings, books, regulations and job aids are recommended to help develop competencies and overall job performance.

A Supervisor Console is available to supervisors to review and approve electronic IDPs.

Each PDP consists of the following Model Competencies:

- Business and Technical Proficiency
- Change and Continuous Improvement
- Communication
- Drive for Results
- Leading People
- Functional Proficiency (job specific)
- Supervision Model (supervisors only)

The PDP may be used to generate an automated IDP based on the learning elements selected, the training completed and the goals entered.

This tool enables supervisors and employees to plan together toward successful professional development.

For more information, contact your Garrison Customer Service Program Coordinator or the Academy at [imcom.academy@us.army.mil](mailto:imcom.academy@us.army.mil) or 210-466-1050.

**MG ROBERT M. JOYCE**  
INSTALLATION MANAGEMENT ACADEMY  
SCHOOL FOR FAMILY AND MWR

## The Professional Development Program

Power Your Performance -  
Command Your Future



# PROFESSIONAL DEVELOPMENT PROGRAM

## ASSESS

- Login to [www.imcomacademy.com](http://www.imcomacademy.com)
- Update profile:
  - Confirm Supervisor
  - Confirm job title
- Select Professional Development Program
- Select Current PDP
- Learn the competencies

## SELECT

- Preview Competencies
- Build 5-Year Development Plan
- Select Learning Elements
- Add:
  - Career Goals
  - Development Goals
  - Career Broadening Assignments
- Generate IDP and send to supervisor

## GROW

- View Current IDP
- Review IDP with Supervisor
- Gain IDP Approval
- Review Goals
- Implement Learning Elements

**Learning Elements**

Refresh PDP

Core PDP  
Records found: 7

Model
<input type="checkbox"/> Business and Technical Proficiency Level 4
<input type="checkbox"/> Change and Continuous Improvement Level 4
<input type="checkbox"/> Communication Level 4
<input type="checkbox"/> Drive for Results Level 4
<input type="checkbox"/> Functional Proficiency Level 4 - Chief, Comm Rac - WFOA (M)
<input type="checkbox"/> Leading People Level 4

Learning Element	Content Type	Progress Status	Cost
<input type="checkbox"/> CES Advanced Course	Document	Not Started	\$5.00
<input type="checkbox"/> CES Basic Course	Document	Not Started	\$5.00
<input type="checkbox"/> CES Foundation Course	Document	Not Started	\$5.00
<input type="checkbox"/> CES Intermediate Course	Document	Not Started	\$5.00

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
<input type="checkbox"/> Conflict Management Level 4				
<input type="checkbox"/> Enabling and Developing Others Level 4				
<input type="checkbox"/> Interpersonal Skills Level 4				
<input type="checkbox"/> Leadership Level 4				
<input type="checkbox"/> Leveraging Diversity Level 4				
<input type="checkbox"/> Teambuilding/Teamwork Level 4				

Learning Element	Content Type	Progress Status	Cost
<input type="checkbox"/> Leading a Customer-focused Team	Document	Not Started	\$0.00
<input type="checkbox"/> Making Teams Work: Simulation	Document	Not Started	\$0.00
<input type="checkbox"/> Teamwork and Emotional Intelligence	Document	Not Started	\$0.00

**KSA**

<input type="checkbox"/> Knowledge of group dynamics and its effect on team projects
<input type="checkbox"/> Knowledge of typical processes and phases of teams
<input type="checkbox"/> Skill in determining goals from a team approach
<input type="checkbox"/> Skill influencing people to become members of an effective team

☐ Supervision

Local PDP

**Current PDP**

The PDP displays in a summary format by default (no scores or learning elements). The Core PDP contains models that may contain competencies, KSAs and learning elements. The Local PDP (if included) may contain models and/or competencies, and the models/competencies may have KSAs and learning elements.

Current PDP | Career Goals | Training & Development Completed | Development Goals | Career Broadening | 5-year Development Plan | Signatures

5 Year Development Plan | Search

Every 6 months  
Records found: 1

Title	Type
Custom	Custom

Year 1  
Records found: 4

Title	Type
AT Level 1 Awareness	Custom
CES Basic Course	Document
Family and MWR Basic Management Course (Version 4.0)	Online
Operation Excellence - Customer Service Training, Part 1 - Foundation (Online)	Online

Every 18 months  
Records found: 0

Year 2  
Records found: 3

Title	Type
AT Level 1 Awareness	Custom
Coaching Skills	Document
Programing and Special Events	Classroom

Year 3  
Records found: 3

Title	Type
AT Level 2 Awareness	Custom
CES Intermediate Course	Document
The Enabling Leader	Document

Year 4  
Records found: 4

Title	Type
AT Level 1 Awareness	Custom
CES Advanced Course	Document

Cleo Cat

**Individual Development Plan (IDP)**  
**Installation Management Command**

IDP Year: 03/14/2012  
Initial IDP | Revised IDP

IMCOM Policy Memo #56, Personal Development Plans, requires that IDPs be prepared and maintained for IMCOM employees. IMCOM Pamphlet 600-1, Workforce Development Program, provides procedures and guidance on establishing IDPs. The IDP is drafted by the employee and annual review to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. This tool can provide employees with the opportunity to continuously improve in current job performance, prepare for opportunities for future career growth, and enhance their ability to further contribute to the organization. Civilian employees and supervisors are responsible for ensuring their education and training is correctly reflected in DCPDS through the MyBiz application accessible through the Civilian Personnel On Line portal at the Employee Tab (<http://cpol.army.mil/index.html>).

**SECTION A - EMPLOYEE INFORMATION**

1. Name: Cleo Cat

3. Position Title: Recreation Specialist - Fitness Center - NF03  
\*\*\* (KWIP)

4. Pay Plan: Army (Civilian/Civilian) - NF  
(NAF Employee)

5. Series/Grade: 5

6. E-mail Address: g

7. Work Phone:

**SECTION B - CAREER GOALS**

8. Short Term (1-2 years) - List 2 positions as your short term career goals:

My career goal:

9. Long Term (3-5 years) - List 2 positions as your long term career goals:

**SECTION C - SIGNIFICANT TRAINING AND DEVELOPMENT COMPLETED**  
(Include government sponsored and self-development programs, activities or academic courses/programs.)

10. Completed Courses:

Accessing the Professional Development Plan (PDP) Supervisor  
Console 05/01/2009  
Accessing Your Professional Development Plan (PDP)  
05/04/2009  
Army FMWR Applied Financial Planning - Breakdown Analysis  
05/12/2011  
Basic NAF Contracting (Online Course) 06/03/2011  
CFSC Personnel Acquisition Ethics Training (2) 09/18/2006  
CFSC Personnel Ethics Training (1) 07/27/2006  
Child and Youth Management System (CYMS) 06/07/2011  
CYS Practical Applications of Lean Six Sigma Processes in CYS