



AUXILIARY INDIVIDUAL DEVELOPMENT PLAN GUIDE



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Individual Development Plan (IDP) Guide

Introduction

The purpose of this guide is to provide members and leaders with tools to create meaningful development plans for their Auxiliary careers. While much of this guide is written specifically with the Auxiliary in mind, many of the tools presented are equally applicable to planning in other areas of life. Because Auxiliary service is only one part of members' lives, it is important to treat Individual Development Plan (IDP) writing as a holistic process, rather than one that is focused solely on Auxiliary competencies and qualifications. The Auxiliary is unique in Team Coast Guard due to members' career flexibility. While this flexibility is one of the organization's greatest strengths, it places the responsibility on each individual member to plan their career.

Individual Development Plans

An Individual Development Plan (IDP) is a tool to help individuals reach their career goals within the context of the Auxiliary. The IDP supports career development by providing the member, their mentor(s), and leadership with a structure and model for goal-setting and goal-planning.

An IDP is...

An IDP is designed to:

- Inventory a member's strengths and opportunities for growth.
- Set achievable goals and create a realistic roadmap to accomplish them.
- Aid in the effective integration of new personnel into the Auxiliary.
- Enhance personal skills and qualifications.
- Promote communication for career and personal development.
- Support every individual in reaching their full potential.
- Identify the competencies required for desired advancement and growth.
- Be a living document that is revised as members progress and at least every six months.

An IDP is not...

An IDP is not designed to:

- Be a one-time activity.
- Measure or address performance.
- Serve as a contract to complete certain training(s).
- Require a member to earn a qualification or hold an office.

Steps to an IDP	<p>There are four basic steps to creating an Auxiliary IDP.</p> <ol style="list-style-type: none"> 1. Conduct a self-assessment. 2. Meet with an advisor. 3. Implement your plan. 4. Follow-up.
Step 1: Conduct a Self-Assessment	<p>In order to successfully create and use an IDP, first to determine what it is you want to develop. This requires you to assess your current competencies, set goals, and draft your plan.</p>
<i>Assess your competencies</i>	<p>Start by listing your knowledge, skills, and abilities. Review your current and prior job experience (Auxiliary, civilian, and military) and your performance in these roles. Also consider what trainings and education you have completed. Putting these in writing helps to examine the information more systematically and objectively, which gives a better overall sense of your current abilities, strengths, and skills.</p>
<i>Set goals</i>	<p>Consider what long- and short-term goals you want to set. Think about where you want to be in a year, two years, five years, and longer. Don't focus only on what you want to accomplish as a member of the Coast Guard Auxiliary, but also include your personal and professional goals outside of the organization. Even if these are not included in your finished IDP, thinking about them now will help guide your priorities. Consider:</p> <ul style="list-style-type: none"> • Are there skills from your competencies list you want to develop further? • Did your self-assessment reveal a weakness you wish to strengthen? • Which competencies are you currently lacking that wish to gain? • Is there a particular program area you want to be more involved in, or an office you want to hold? • What barriers or obstacles might prevent you from accomplishing your goals on time (e.g. time, money, other commitments, etc.)? • How might you overcome these barriers or obstacles? • What resources are available to help you?
<i>SMART Goals</i>	<p>Your goals should be written as a statement of the desired outcome, not the process by which you will get there. Ensure your goal statements are SMART: Specific, Measurable, Achievable, Realistic, and Timely.</p> <ul style="list-style-type: none"> • Specific: Your goal should say exactly what the desired outcome is. For example, a specific goal might be “become Boat Crew qualified.” • Measurable: How will you know that you have achieved your goal? For example, a measurable goal might be to “complete

50 vessel safety checks.”

- **Achievable and Realistic:** You must actually be able to complete your goal within the timeframe you have assigned to it. Consider breaking large or complex goals into smaller objectives that will lead to successful completion of the overall goal. For example, an achievable and realistic goal might be to “run for Vice Flotilla Commander this year.”
- **Timely:** When should this goal be completed? For example, a timely goal might be to “become a Public Affairs Specialist III before National Safe Boating Week.”

Draft your working plan

Use the steps of the IDP Form to create a working plan before meeting with an advisor. This will help your advisor better understand your needs and desires by organizing them within a common framework. It will also break down your goal statements into the specific steps required to achieve them. You should be as specific as possible. Whenever you use a published checklist for an Auxiliary qualification, assign timeframes to each task listed.

Step 2: Meet with an Advisor

Meeting with your advisor allows you to get feedback and mutually commit to your Individual Development Plan. Your advisor for this step can be anyone in a position to support you, and would ideally be an assigned mentor, your FSO-MT, Vice Flotilla Commander, or Flotilla Commander. Your advisor should:

- Know your goals, interests, and career aspirations.
- Determine if there are competencies that need to be enhanced to improve performance in your current role.
- Know qualification requirements.
- Be aware of the resources available (e.g. exportable or web trainings, C-school orders, QE sessions, etc.).
- Be alert to organizational trends and/or planned changes that may require the development of new skills.
- Discuss the Auxiliary’s needs, expectations, and plans.
- Assist with determining the objectives, activities, and schedule for completing your goals.

Write final plan

After meeting with an advisor, you should write your final plan. Keep one copy for yourself and provide a copy to your advisor so they can assist with implementation and follow-up.

Step 3: Implement your plan

Implement your IDP. Submit training requests as appropriate, participate in activities, and update your plan as appropriate.

Step 4: Follow-up

You and your advisor should routinely meet to update and review the plan to determine progress and changes. At a minimum, this should take place every six months. Remember that an IDP is not a static document and should change both as you accomplish goals and as your

interests and aspirations change.

The IDP Format	The following guidance will assist you in completing an IDP using the attached form.
State your goals	Begin by writing goals for your current position, and then list your short-term and long-term goals.
Competencies to be developed	Identify those competencies (knowledge, skills, and abilities) that you want to develop to accomplish each of your goals.
Developmental actions to be taken	Identify a developmental activity for each targeted competency. Explore developmental activities in the areas of education, training, and professional development.
Desired outcomes	State the desired outcome of by obtaining that competency. <i>For example</i> , if the desired competency is to learn how to use a photo editing program, the desired outcome may be to use the program to create publishable images for the Auxiliary.
Completion date and cost	Commit to a realistic and achievable completion date for each item. Be sure to note any cost associated with the task, even if it is just travel.
Reference	For additional guidance and policy regarding IDPs, review Commandant Instruction (COMDINST) 5357.1A. This instruction includes both the Officer/Civilian/Auxiliary IDP format below and a format that is used by enlisted Coast Guard members. It also provides additional information regarding Individual Development Plans.

Individual Development Plan (IDP) for Coast Guard Civilians / Officers / Auxiliarists

U. S Department of Homeland Security CG-6021 (10-05)		Individual Development Plan (IDP) for Coast Guard Civilians/Officers/Auxiliarists	
Name:		Unit / Flotilla:	
Position Title and Grade/ Rank:			
Developmental Goals for Current Job			
Goals:			
Competency (Knowledge/Skill/Ability) to develop	Developmental Activity, On-the-job Training, Education or Classroom Training	Outcome Desired	Intended Completion Date & Cost

PRIVACY ACT STATEMENT, 5 U.S.C. 552(a) Privacy Act: A. AUTHORITY: 5 U.S.C. 301 Departmental Regulations. B. PURPOSE: To collect information to permit effective IDP counseling. C. ROUTINE USES: The information on this form is to be used by units, supervisors and members in the coaching of employees in career development and goal setting. D. DISCLOSURE: Mandatory for first -term junior officers (active duty and reservists). Voluntary for civilian employees, all other military officers, and Auxiliarists.

Individual Development Plan (IDP) for Coast Guard Civilians/Officers/Auxiliarists

Future Professional Development Goals

Short-term Goals (usually 1-2 years):

Competency (Knowledge/Skill/Ability) to develop	Developmental Activity, On-the-job Training, Education or Classroom Training	Outcome Desired	Intended Completion Date & Cost

Individual Development Plan (IDP) for Coast Guard Civilians/Officers/Auxiliarists

Future Professional Development Goals

Long-term Goals (usually 3-5 plus years):

Competency (Knowledge/Skill/Ability) to develop	Developmental Activity, On -the-job Training, Education or Classroom Training	Outcome Desired	Intended Completion Date & Cost

I will pursue the training and development outlined in this plan. However, I understand that this is not a contract for training.

Member Signature:

I will support the training and development outlined in this plan. However, I understand that this is not a contract for training.

Supervisor Signature:

Date:

Date:

6 month review date:

1 year review date:

