

Performance Management Part 3 – Individual Development Plan and Career Aspirations



NYC HEALTH+HOSPITALS

Performance Management

For Managerial Employees

Part 3: Individual Development Plan & Career Aspirations

This course contains audio.

Click on PDF icon to download a copy of this training.

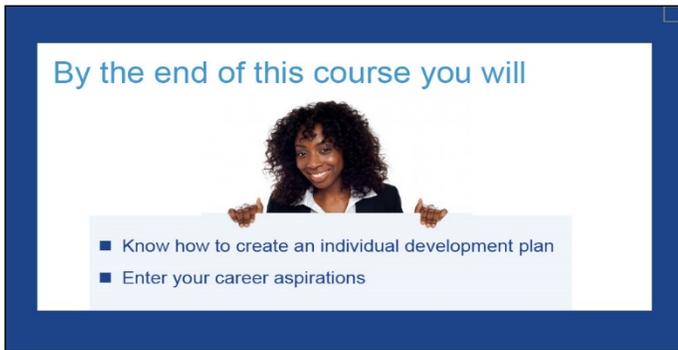
Click on this button to view closed captions.

INTRODUCTION

Welcome to the NYC Health and Hospitals Group 11 Performance Management course, Part 3 - Individual Development Plan and Career Aspirations.

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By the end of this course you will

- Know how to create an individual development plan
- Enter your career aspirations

By the end of this course, you’ll know how to create and update an individual development plan and career aspirations.



High Level Performance Management Overview

The diagram shows a circular process with four stages: Create, Collaborate, Complete, and Acknowledge, connected by arrows in a clockwise cycle.

In the first eLearning:

- Enter individual goals in ESS
- Collaborate with their manager on their goals
- Update their performance document

In the second eLearning:

- Document achievements
- Upload supporting documentation
- Evaluate themselves
- Manager evaluates employee
- Finalizes the performance evaluation
- Employee acknowledges the performance evaluation

High Level Performance Management Overview

In the first eLearning, we learned how an employee can enter their individual goals in Employee Self-Service, collaborate with their manager, and update their performance document.

In the second eLearning course, we learned how an employee can document their achievements, upload supporting documentation, evaluate themselves, then the manager evaluates the employee, and finalizes the performance evaluation.

Finally the employee acknowledges the performance evaluation.

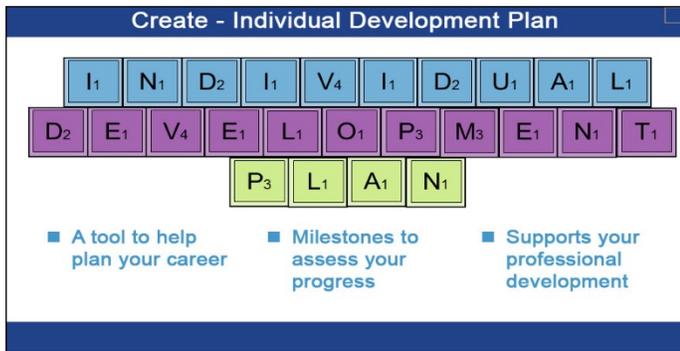
Performance Management Part 3 – Individual Development Plan and Career Aspirations



Overview of an Individual Development Plan

In both the Create and Collaborate phases, the employee has the option to create and modify an individual development plan and career aspirations.

Let's take a closer look at each option in more detail.



Let's start by looking at how to create an individual development plan.

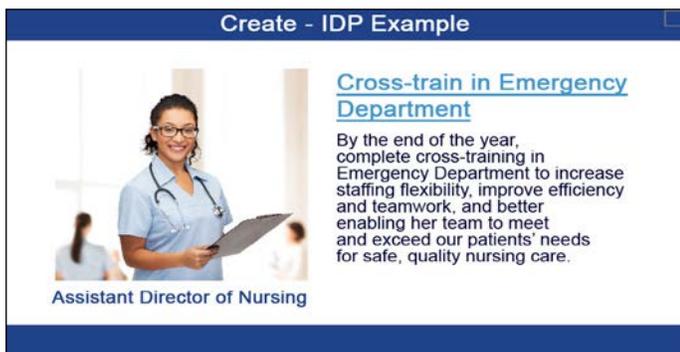
An Individual Development Plan, also known as an IDP, is a tool to help plan your career and guides your professional development with milestones to assess your progress.

It is designed to support your professional development over the next year.



Here are some examples of individual development plan activities: rotational assignments, training, reading, or self-study.

Here is a list with more ideas, including working with a coach, special projects, cross training, presentations, community volunteering, professional certifications, and stretch assignments.



Here is an example for an individual development plan for an Assistant Director of Nursing.

By the end of the fiscal year, the Assistant Director of Nursing will complete cross-training in the Emergency Department to increase staffing flexibility, improve efficiency and teamwork, better enabling her team to meet and exceed our patients' need for safe, quality nursing care.

Performance Management Part 3 – Individual Development Plan and Career Aspirations



To Find Learning Opportunities

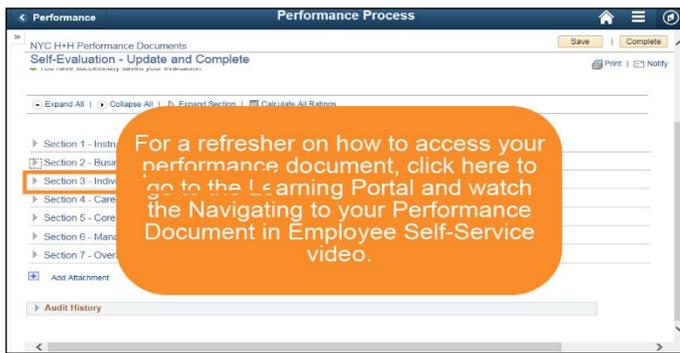
To find learning opportunities at NYC Health and Hospitals, go to the Insider. Find the Learning Portal on the scrolling banner. On the Learning Portal, explore the courses which are updated regularly.

Here is a tip. You may want to bookmark this page.



Demonstration: Entering an Individual Development Plan

Let's take a moment to see a demonstration on how to enter an individual development plan in Employee Self-Service.



For a refresher on how to access your performance document, go to the Learning Portal and watch the Navigating to Your Performance Document in Employee Self-Service video.



In your performance document, expand Section 3 - Individual Development Plan.

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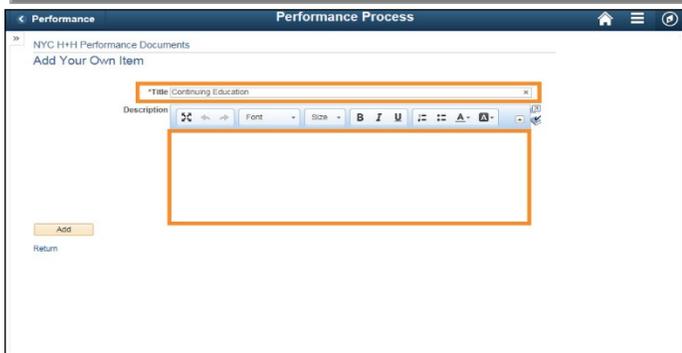
Click the Add Item link.



Select Add Your Own Item.

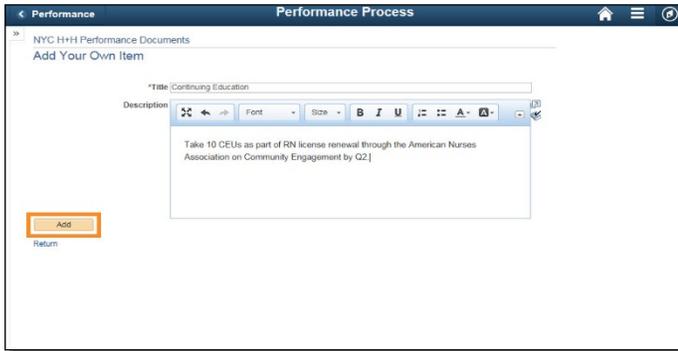


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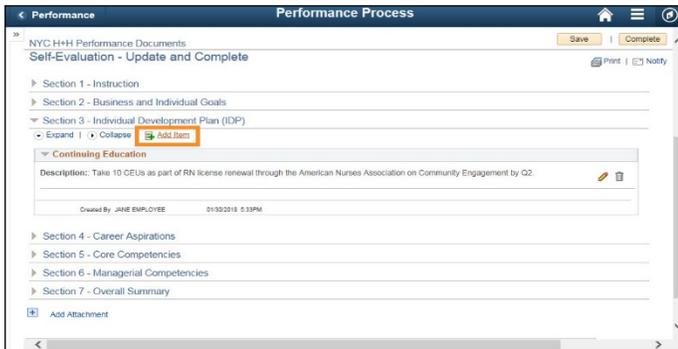


Enter your individual development plan activity Title and Description.

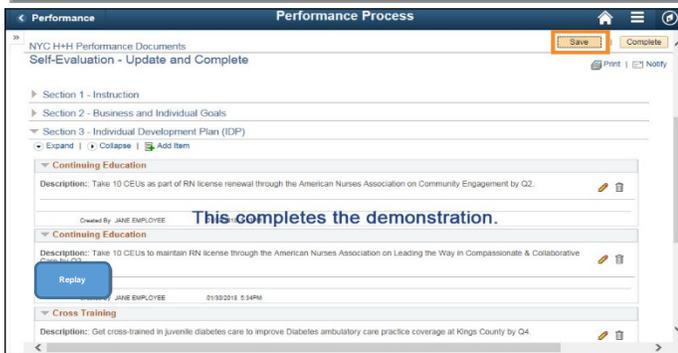
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Click the Add button.



You may continue to enter individual development activities by clicking the Add Item link.



Click the Save button to update the performance document.

This completes the demonstration of entering an individual development plan.

To view this demonstration again, click the Replay button or click the Next Arrow to continue.



Create - Career Aspirations

Career Aspirations

- A path that you want your career to follow
- A long term and ongoing
- An individual development plan could be the steps to achieve

Overview of Career Aspirations

Next, you have the option to enter your Career Aspirations.

A career aspiration is a path that you want your career to follow.

A career aspiration is a long term and ongoing process, unlike individual goals or an individual development plan, although the individual development plan could be the steps to achieve your career aspirations.

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Demonstration: Entering Career Aspirations

Let's take a moment to see a demonstration on how to enter a Career Aspiration in Employee Self-Service.



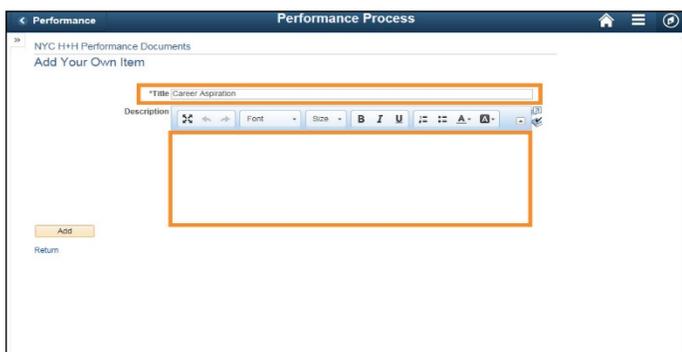
Expand Section 4 - Career Aspirations.

Click the Add Item link.



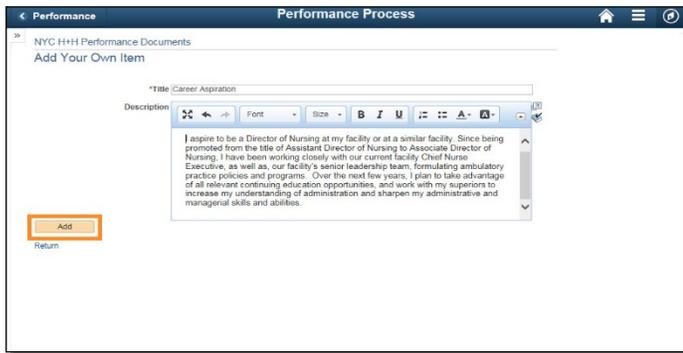
Select Add Your Own Item.

Click the Next button.

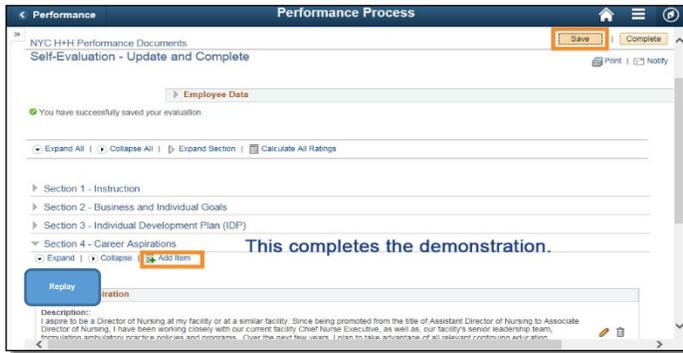


Enter your career aspiration title and description.

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Click the Add button.



You may continue to enter career aspirations by clicking the add item link.

Click the Save button to update the performance document.

This completes the demonstration on entering a career aspiration.

To view this demonstration again, click the Replay button or click the Next Arrow to continue.



Entering Career Aspirations

Let's do a quick review.

You learned about the entering Individual Development Plan and Career Aspirations, which you have the option to enter at the Create phase and update during the Collaborate and Complete phases.

Click on the PDF icon to download a copy of this training.

For any questions about the performance management process, email your questions to performancemgmt@nychhc.org, or you click on the Learning Portal to view supporting documents about the Performance Management process.

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Congratulations
You have completed Part 3 of the Performance Management for Managerial Employees, Individual Development Plan & Career Aspirations.

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Congratulations. You have completed part 3 of the Performance Management Course for managerial employees, reviewing how to enter an individual development plan and career aspirations.

Click the Exit icon on the player bar to register your course completion.