**Individual Development Plan**

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| **Name:** | **District:** |
| **Position Title:** | **Fiscal Yr:** | **Date:** |
| **Technical Supervisor:** | **Direct Supervisor:** |

**Purpose**

The Individual Development Plan is a clear statement of an employee’s short, medium, and long-range goals and a systematic map for attaining those goals. The following Goals and Activities represent an individually tailored action plan to develop specific competencies needed to improve performance and capabilities in the employee’s present position or to prepare for new responsibilities. This plan is useful to organize and schedule the employee’s development and to permit the employee’s supervisor and management to secure resources needed for employee development training.

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| **Goal 1: Apprentice Conservation Planner Certification** | **Source** | **Format** | **Target Date:****6/30/2020** | **Completed****Date** |
| **Activity 1** | Conservation Planning Part II (Modules 6-8) * NC Basics of Conservation Planning
* Basic Cropland Planning
* Basic Headquarters Planning
 | NC-00005 | Classroom & Field | 12/31/2018 |  |
| **Activity 2** | Basic Soils & Web Soil Survey to Interpret Land Capabilities and Limitations |  | OJT | 12/31/2018 |  |
| **Activity 3** | Using Planning Criteria to identify resource concerns |  | OJT | 6/30/2019 |  |
| **Activity 4** | Environmental Evaluation Webinar Series, No 1 & 2* No. 1 Primer on NRCS Environmental Compliance
* No.2 Documenting the Environmental Evaluation on the NRCS CPA-52, Environmental Evaluation Worksheet
 |  | S&T Training Library |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
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| **Goal 2: Obtain Job Approval Authority for Critical Area Planting (342)** | **Source** | **Format** | **Target Date:****6/30/2019** | **Completed****Date** |
| **Activity 1** | Working knowledge of NRCS Ecological Sciences JAA Policy and Procedures (See 190-GM, Part 417 and NC JAA Handbook (NC180-681-H, August 2017)). |  | OJT | 12/31/2018 |  |
| **Activity 2** | Ability to use Current Wind and Water Erosion Prediction Tools. |  | OJT | 12/31/2018 |  |
| **Activity 3** | Working knowledge in the analysis and interpretation of soil test results. |  | OJT | 12/31/2018 |  |
| **Activity 4** | Ability to Assess Site Soil Conditions and Prescribe Treatment and the Appropriate Vegetation |  | OJT | 12/31/2018 |  |
| **Activity 5** | Independently complete a minimum of two designs/specifications for two different Planning Land Units (PLU) in accordance with the most recent eFOTG practice standard and applicable NC Laws. |  | OJT | 12/31/2018 |  |
| **Activity 6** | Appropriate JAA for facilitating practices (such as Mulching (PC484)) |  | OJT | 12/31/2018 |  |
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| **Goal 3: Obtain Engineering Job Approval Authority for Stream Crossing (578) – Class II (Design and Construction)** | **Source** | **Format** | **Target Date:****6/30/2020** | **Completed****Date** |
| **Activity 1** | Working knowledge of NRCS Engineering JAA Policy and Procedures (See 210-M, Part 501 and NC JAA Handbook (NC180-681-H, August 2017) |  | OJT | 12/31/2019 |  |
| **Activity 2** | For Design: Independently complete a minimum of two designs/specifications for two different Planning Land Units (PLU) in accordance with the most recent eFOTG practice standard, statement of work, and applicable NC Laws. |  | OJT | 12/31/2019 |  |
| **Activity 3** | For Construction: Independently complete a minimum of two construction/certification "check-outs" for two different Planning Land Units (PLU) in accordance with the most recent eFOTG practice standard and statement of work. |  | OJT | 6/30/2019 |  |
| **Activity 4** | Working knowledge in sizing Drainage Areas (delineating watersheds) and estimating Runoff Curve Numbers using EFH-2. (if culvert crossing or non-ford type). |  | OJT | 12/31/2019 |  |
| **Activity 5** | Proficient in surveying and performing layouts according to plans and specifications. |  | OJT | 12/31/2019 |  |
| **Activity 6** | Appropriate JAA for supporting and/or facilitating practices (such as Heavy Use Area Protection (PC561), Fence (PC382), and Mulching (PC484)). |  | OJT | 12/31/2019 |  |
| **Activity 7** | Working knowledge of the Unified Soil Classification System (USCS) and ability to properly document the soil profile on two Steam Crossing projects.  |  | OJT | 12/31/2019 |  |
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| **Goal 4: Learn Basic Surveying Skills** | **Source** | **Format** | **Target Date:****6/30/2019** | **Completed****Date** |
| **Activity 1** | Conservation Employees’ Training – Basic Surveying Track |  | Classroom & Field | 8/31/2018 |  |
| **Activity 2** | Field practice laying out conservation practices |  | OJT | 6/30/2019 |  |
| **Activity 3** |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
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| **Goal 5:**  | **Source** | **Format** | **Target Date:** | **Completed****Date** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |
| **Activity 5** |  |  |  |  |  |
| **Activity 6** |  |  |  |  |  |
| **Activity 7** |  |  |  |  |  |
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|  | **Signature:** | **Date** |
| **Employee** |  |  |
| **Technical Supervisor** |  |  |
| **Direct Supervisor** |  |  |
| **District Board Chair** |  |  |