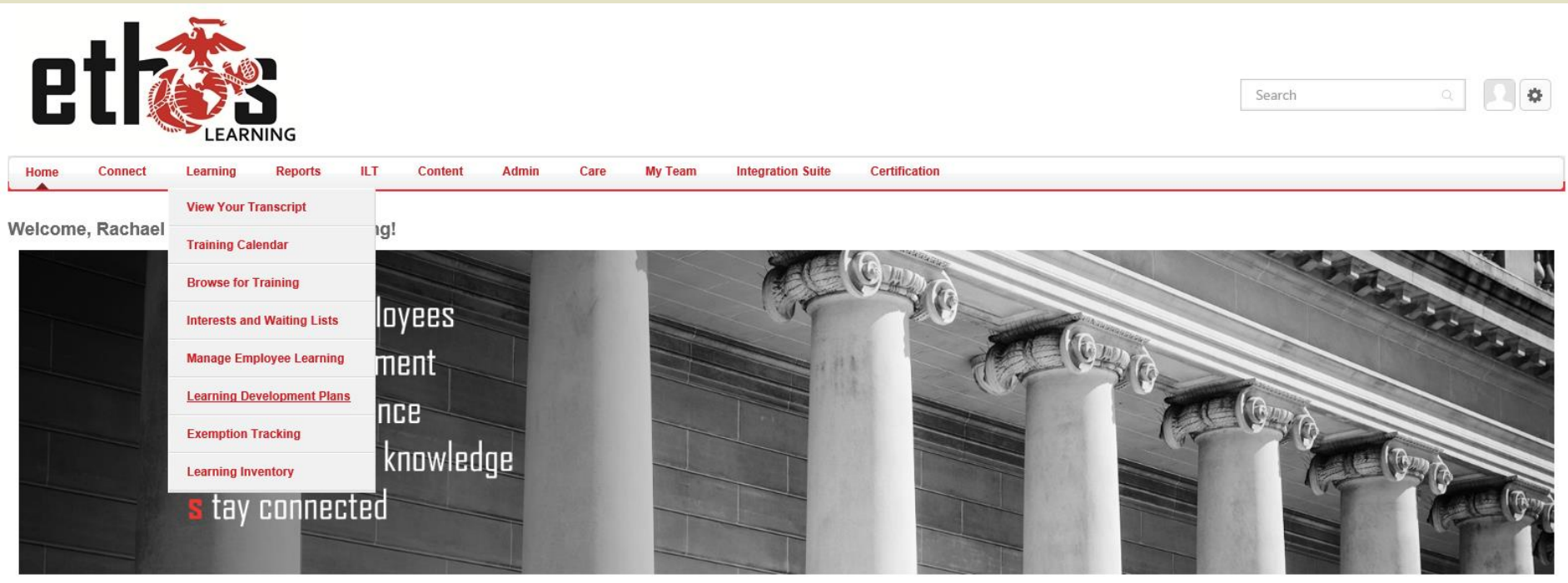




To create a Learning Development Plan or use a development plan template:


1) Navigate to the Learning menu and select Learning Development Plans





2) Click either the Create or Use Plan Template options:

Use the Development Plan to match your training to your career objectives. You may request training, update your progress, add and read comments when you manage your development plan. You cannot edit a development plan after it has expired.

 **Create**

**Use Plan Template**    Hide Complete and Past Due Plans    Display Cancelled Plans   [View Merged Development Plan](#)

**Your Development Plans**

Plan Title	Date Created	Due Date	Progress	Status	Primary Plan	Options
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If you select to Create a new plan, give the plan a Title, choose the plan Category and provide a Description:

### Edit a Development Plan

Define your development plan by adding objectives and action steps

**Details**



Title:

Progress:  0%



Category:

Status: Draft

Description: 

**B** *I* U  

This development plan contains the learning necessary to become proficient at facilitating training.

 Design  HTML



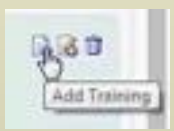
- 1) Click on 'Add Objective' and then fill in the Objective Title and select the Objective Category

**+ Add Objective \***

Objective Title:

Select Objective Category  
Developmental  
Future/Career  
Performance Goal

- 2) Then add Training Training Catalog.



by searching for existing training in the Ethos

**Search For Training**

Online Class  Quick Course  Event  Curriculum  Library  Test  Posting  Material

deliver Description English (US) Search

(2 Results)

- Delivering Learning Online Class | Association for Talent Development (ATD) | 0 Hours 0 Min  
At the end of this lesson, the learner should be able to identify concepts and principles related to delivering learning products.  
Total Price \$0.00
- Delivering Presentations Using Microsoft® Office PowerPoint® 2007 Online Class | External Training | 0 Hours 0 Min  
Total Price \$0.00




Alternatively, you can Add Action Steps for External Training, On-the-Job Training, Mentoring, Job Shadowing, etc.





















4) Once you've Added Training or Action Steps, edit the target completion dates:

◆ Add Recommended Training ◆ Add Objective

Objective Title:  x    

 Advanced Skills in Microsoft® PowerPoint® 2010	<input type="text" value="2/2/2017"/> 	
 Delivering Presentations Using Microsoft® Office PowerPoint® 2007	<input type="text" value="2/2/2017"/> 	

Objective Title:     

 Delivering Learning	<input type="text" value="2/2/2017"/> 		
 <input type="text" value="Bob Pike's Creative Training Techniques"/>	Progress <input type="text" value="0"/> <input type="text" value="External Training"/> 	<input type="text" value="2/2/2017"/> 	

5) You can then choose to 'Save as Draft' for future editing or you can 'Submit' it.



Note: When you Submit your Learning Development Plan, it then requires your manager's review and approval.



If you select to Use a Plan Template, select the template from the list:

Select a development plan template

**Templates**

Name  Select  (4 Results)

Name	Category	Date Created	Options
Bowling Center Employees	Position Specific	8/31/2016	Select
Bowling Center Equipment Repairer/Worker	Position Specific	8/31/2016	Select
Bowling Center Manager	Position Specific	8/30/2016	Select
Bowling Center Snack Bar Supervisor	Position Specific	9/7/2016	Select



# 1) Edit the plan as necessary:

## Create a Development Plan

Define your development plan by adding objectives and action steps

### Details

Title:

Progress:  0%

Category:

Status: New

Description:

**B** *I* U

This development plan contains the learning requirements for Bowling Center Employees as specified in MCO1700.39 Chapter 2.

Design HTML

[+ Add Recommended Training](#) [+ Add Objective](#)

Objective Title:					
<input type="text" value="To be completed within 6 months of being hired"/>	<input type="text" value="Developmental"/>				
BPAA Bowling University: Service Standards (10201C)	Progress <input type="text" value="0"/>	<input type="text" value="External Training"/>	<input type="text" value="1/5/2017"/>		
BPAA Bowling University: Promoting Sales Inside the	Progress <input type="text" value="0"/>	<input type="text" value="External Training"/>	<input type="text" value="1/5/2017"/>		



2) You can then choose to 'Save as Draft' for future editing or you can 'Submit' it.



Note: When you Submit your Learning Development Plan, it then requires your manager's review and approval.





Managers can follow the same directions as previously indicated to Create or Use a Plan Template and then Assign it to Subordinates:

**Assign Direct Subordinates**

<input type="checkbox"/> Name	<input type="checkbox"/> Include Subordinates
<input type="checkbox"/> ABERNATHY, RACHAEL	
<input type="checkbox"/> ANDERSON, JESSICA	
<input type="checkbox"/> DOBROZSI, CECILIA	
<input type="checkbox"/> PALMER, JEREMIAH	
<input type="checkbox"/> REYNOLDS, REBECCA	

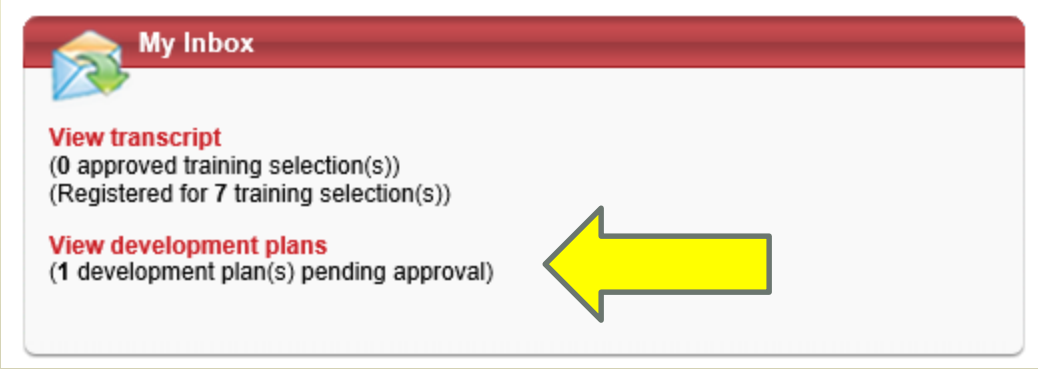
Comment

History

- 1) Place a check mark beside the subordinate's name and then click the Submit button. The plan will then be assigned to the subordinate.



A manager will be notified via email when an employee has created a development plan that requires their approval. Once logged into Ethos, scroll to the bottom of the Welcome Page until you see 'My Inbox':



- 1) Click on 'View development plans' and then select the development plan you want to view, edit as necessary, submit the changes, and then approve or deny the development plan.

Note: Alternatively, you can navigate to 'My Team' and listed under 'Action Items,' you will see the development plans available for edit, approval, or denial.



# To view an approved Learning Development Plan:

1) Navigate to the Learning menu and select Learning Development Plans

[Use Plan Template](#)  Hide Complete and Past Due Plans  Display Cancelled Plans [View Merged Development Plan](#)

Plan Title	Date Created	Due Date	Progress	Status	Primary Plan	Options
Training Facilitator Skills	11/2/2016	2/2/2017	<div style="width: 0%;"></div> 0%	Draft	<input checked="" type="radio"/>	

If you have multiple development plans listed, you can “View Merged Development Plan”



[Use Plan Template](#)  Hide Complete and Past Due Plans  Display Cancelled Plans [View Merged Development Plan](#)

Plan Title	Date Created	Due Date	Progress	Status	Primary Plan	Options
Leadership Strategy Alignment	6/30/2016	12/30/2016	<div style="width: 0%;"></div> 0%	In Progress	<input type="radio"/>	
Sales Associate	6/23/2016	7/23/2016	<div style="width: 3%;"></div> 3%	In Progress	<input type="radio"/>	



You will then see all tasks and due dates in one document:

Merged Development Overview

Display: Objective Title | Sort By: Progress | Sort | Printable Version | Export to PDF

### Become proficient at interpersonal skills

Source Plan: Sales Associate | Category: | Due: 7/23/2016

Assertiveness & Self Confidence	Request	7/23/2016
Business Communication Fundamentals	Request	7/23/2016
Complete a 360 assessment	In Progress(0%)	7/23/2016

### Core Leadership Development

Source Plan: Leadership Strategy Alignment | Category: Development Objectives | Due: 12/30/2016

Performance Coaching at MC/CS	Request	12/30/2016
Extended DISC Workshop	Request	12/30/2016
The Change Element	Request	12/30/2016
Leading at the Speed of Trust II	Request	12/30/2016

You can then choose to Edit, Copy, Export to PDF, or Delete the Learning Development Plan



You can also view your Learning Development Plan from the Universal Profile under Snapshot and clicking on 'Development Plan Progress':

Home > Rachael ADMIN Abernathy > Snapshot > Development Plan

## Development Plan Options ▾

Sort: By Create Date ▾  Display Cancelled Plans  Hide Completed and Past Due Plans

0%	<b>Training Facilitator Skills</b> Status: Draft Date Created: 11/2/2016 Due Date: 2/2/2017	Primary Plan ● ▾
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- Profile
- Recognition
- Transcript
- Action Items
- Snapshot**