

APPENDIX C: How to Develop Your EDP

Step 1 – Gather relevant information

Start by gathering the information that you need to draft your EDP. Specifically you want to know your strengths and areas to improve and the opportunities recommended for improving your knowledge and skills.

- *Take part in leadership assessments and consider your results*
- *Obtain feedback from your mentor, supervisor, or colleagues about your strengths and areas to improve*
- *Review your NGA Occupation Specialty Guide for position and Band-specific information related to leadership*
- *Review the NGA Leadership Guide for Band-specific opportunities*

Step 2 – Draft your plan

Using the information described above, draft a preliminary development plan.

- *Define your short- and long-term goals*
- *Target one to three specific areas for development*
- *Identify appropriate developmental opportunities and activities using your NGA Occupation Specialty Guide and your NGA Leadership Guide*

Step 3 – Review and revise

Review your preliminary draft with your mentor or a trusted colleague before submitting to your supervisor.

Step 4 – Enter your EDP in PeopleSoft and submit it to your Supervisor

Complete each of the EDP modules in PeopleSoft.

- *Complete the short- and long-term goals module*
- *Complete the Phoenix module*
- *Complete the desired training module*
- *Complete the desired assignments module*

Step 5 – Review your EDP and performance goals with your Supervisor

Review your EDP and the following issues during your performance planning discussion with supervisor.

- *Review your supervisor’s performance expectations for you*
- *Gain mutual approval for your final developmental plan*
- *Begin to work your plan and pursue your Leadership Development Opportunities*
- *Integrate your developmental goals into your work activities*

