HCSC | TMS 2.0

U.S. Department of Veterans Affairs

Supervisor/Manager Job Aid

My Development Plan (MDP)

Supervisor/Manager Job Aid: My Development Plan (MDP)
(Revision Date: February 22, 2023)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing and editing your Direct Report's My Development Plan (MDP).

In this job aid, you will learn how to:

- Task A. Use Best Practice

- Task B. Access Direct Report's My Development Plan (MDP)

    o Access Direct Report's MDP from the Manager Tile

    o Access Direct Report's MDP from My Development

- Task C. Edit Display Options

- Task D. Review and Edit Direct Report's My Development Plan (MDP)

- Task E. Add a New Development Goal

- Task F. Add a New Learning Activity

    o Add a Learning Activity from the Catalog (Library)

    o Add a Custom Learning Activity

- Task G. Delete a Direct Report's Development Goal

- Task H. Certify Direct Report's Development Goal as Manager Reviewed

- Task I. Use Development Plan Options

    o View Development Goal Details and the Change Log

    o Print Development Goal

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Before You Begin!

The VA's paper-based Individual Development Plan (IDP) is now the electronic My Development Plan, or MDP. MDP is available for VA employees and should only be used for professional development purposes. Any development goals and activities will not be used to assess or evaluate employee performance. MDP is a tool to help the employee enhance competencies, skills, and abilities in the current position and help prepare for a future role.

Before you can view and update your Direct Reports' MDP, they must validate you as their Supervisor/Manager using the Validate/Update Manager tile on the TMS Home Page. This important step allows you access to review and update plan details and to certify the conversation with your Direct Report about development.

On the My Development Plan page, you can review and edit their MDPs. You are advised to have a conversation with your Direct Report about any changes to the plan prior to making any modifications.
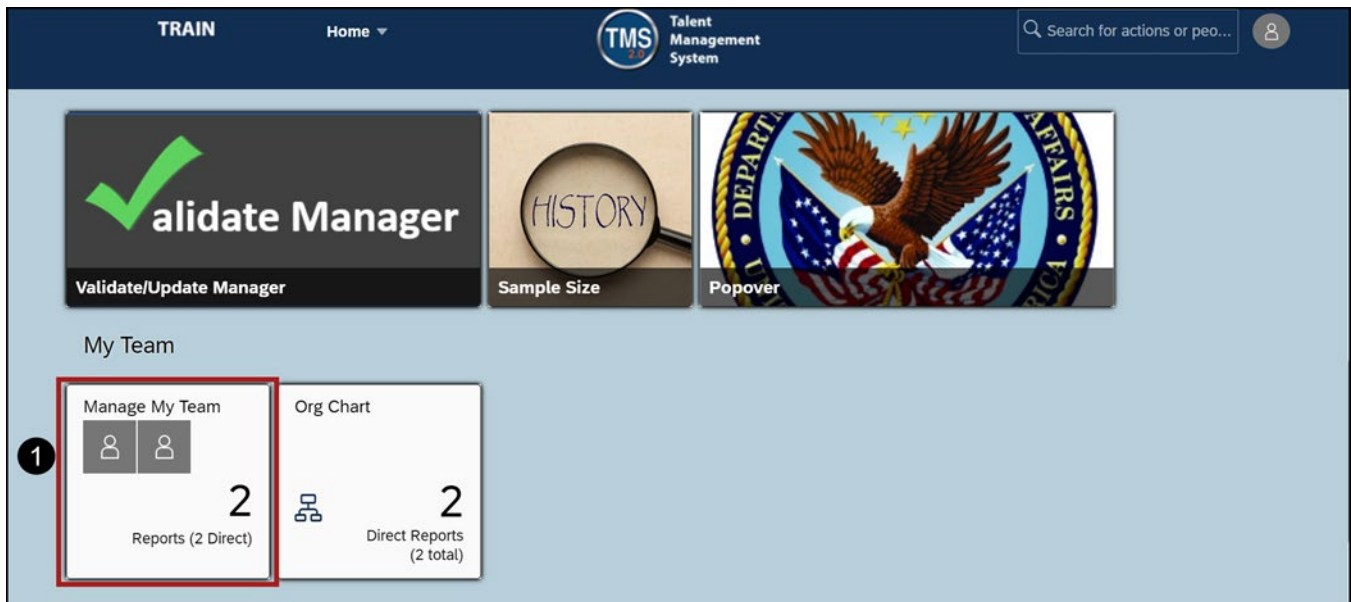
Task A. Use Best Practice

- **Employee** – Open **My Development Plan** to add or modify a development goal.

- **Employee** – Observe the **Not Reviewed** visual cue for each goal prompting you to contact your Supervisor/Manager and discuss your development needs and help you identify appropriate learning activities to accomplish the goal.

- **Supervisor/Manager** - Review each goal. Click the **Edit Development Goal** link. On the details page, toggle the **Manager Reviewed** drop-down list from **Not Reviewed** to **Reviewed**, and save the change.

- **Employee and Supervisor/Manager** – Observe the **Reviewed** visual cue on the goal indicating the conversation about the goal was completed.

- **Employee** - Set a calendar reminder to return to MDP every September 1st to update the status of your goals and activities and add completion dates.

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Task B. Access Direct Report's My Development Plan (MDP)

Access Direct Report's MDP from the Manager Tile

1. From the VA TMS landing page, select the **Manage My Team** option.

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2. On the My Team page, select the **Direct Report's Name** from the Direct Reports list.

3. Select the **Take Action** button.

4. Choose the **My Development** option from the dropdown list.

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Access Direct Report's MDP from My Development

1. From the VA TMS landing page, select the **Home** dropdown menu.

2. Select the **My Development** option. This will navigate you to the My Development area of the TMS.

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3. On the **My Development Plan** page, select the **Name** dropdown list.

4. Select the **Direct Report's name** to view their My Development Plan.

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Task C. Edit Display Options

1. Select the **Display Options** button in the upper right corner of your Direct Report's My Development Plan.

2. From the dropdown menu, **check the boxes** next to the fields you want to display for each goal. When you uncheck the box, that field will no longer be displayed for that goal.

3. Select the **Update** button.

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Task D. Review and Edit Direct Report's My Development Plan (MDP)

Note: Supervisors/Managers are advised to have a conversation with their Direct Report about making any changes to their My Development Plan prior to making any modifications.

1. Select the **Goal Actions** button next to the development goal that needs to be updated.

2. Select the **Edit development goal** option from the dropdown menu.

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3. Edit the desired field(s) on the Edit Development Goal window. These fields include Category, Goal Name, Expected Outcome, Estimated Cost, Actual Cost, Goal Start Date, Goal Due Date. Competencies, Status, Date Completed, and Manager Reviewed.

4. Select the **Save & Close** button.

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Task E. Add a New Development Goal

1. Select the **+ Add Goal** button in the upper right corner of your Direct Report's My Development Plan.

2. Select the **Create a New Development Goal** option from the dropdown menu.

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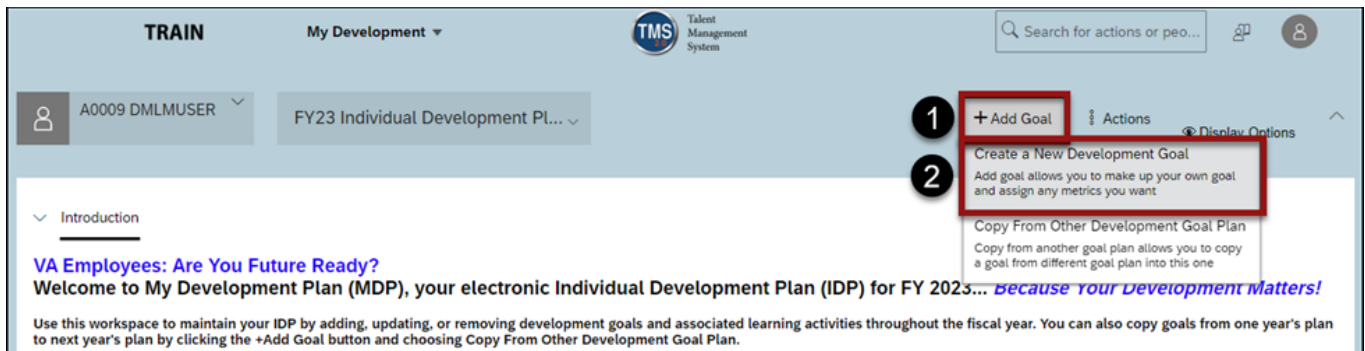
3. In the **Add Development Goal** pop-up window, fill out the fields to create a new development goal for your Direct Report. **Note**: The **Goal Name** and **Status** fields are both required fields.

4. Select the **Save & Close** button.

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5. The new development goal has been added to your Direct Report's My Development Plan. There is an alert in the lower left corner that informs the Direct Report that you created a new development goal for them.

Short-Term (0 - 1 Year)										
#	Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed	Manager Reviewed	Action
1.1	CPR Certification Edit			Obtain CPR Certification		10/17/2022	11/17/2022	Not Started		Not Reviewed	⋮
	Learning Activities										
										+ Add New Learning Activity	
1.2	508 Trusted Tester Certification Edit					10/01/2022	09/30/2023	Not Started		Not Reviewed	⋮
	Learning Activities										
										+ Add New Learning Activity	

Alert - Created by A0009 DMLMSUPERVISOR 10/17/22 5:03 PM **5**

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Task F. Add a New Learning Activity

Add a Learning Activity from the Catalog (Library)

1. Select the **+ Add New Learning Activity** link in the lower right corner of the goal.

2. Select the **Find in catalog** option from the dropdown menu.

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3. Search by **keyword** to find courses that can be added as a Learning Activity for your development goal.

4. (Optional) Refine your search by specifying the **Learning Type**, **Source**, **Delivery Method**, **Rating**, and **Categories.**

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5. Once you have found the course, select the **Add to Learning Plan** link.

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6. The status of the course will change to **Assigned.**

7. Select the **Done** button.

8. The course will be listed as Learning Activity your Direct Report's My Development Plan.

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Add a Custom Learning Activity

1. Select the **+ Add New Learning Activity** link in the lower right corner of the goal.

2. Select the **Custom Learning Activity** option from the dropdown menu. **Note**: The Custom Learning Activity option allows you to create a unique learning activity that does not exist in the Catalog (Library). The Find in Catalog option allows you to select a Learning activity from the Catalog (Library).

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3. In the Add New Learning Activity pop-up window, enter the **Learning Activity Name**.

4. Select a **Status** from the dropdown menu. **Note**: The Description and Cost fields are optional.

5. Select the **Save** button.

6. The **Custom Learning Activity** is now displayed under the development goal associated with it.

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Task G. Delete a Direct Report's Development Goal

1. Select the **Goal Actions** button next to the goal that needs to be deleted from your Direct Report's My Development Plan.

2. Select the **Delete development goal** option from the dropdown menu.

3. Select the **OK** button in the pop-up window which asks: Are you sure you want to delete this Development Goal?

4. The development goal has been deleted from your Direct Report's My Development Plan.

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Task H. Certify Direct Report's Development Goal Plan as Manager Reviewed

1. Select the **Goal Actions** button next to the development goal that needs to be reviewed.

2. Select the **Edit development goal** option.

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3. From the Edit Development Goal pop-up window, select **Reviewed** from the Manager Reviewed dropdown menu.

4. Select the **Save & Close** button.

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5. Once the development goal has been reviewed, the status in the upper right corner of the goal changes from Not Reviewed to **Reviewed**. By marking a goal as Reviewed, you are certifying the discussion you held with your Direct Report regarding the development goal.

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Task I. Use Development Plan Options

A change log is available for each development goal.

View Development Goal Details and the Change Log

1. Select the **Goal Actions** button next to the development goal that needs to be reviewed.

2. Select the **View development goal detail** option.

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3. The **Detail View of Development Goal** window will open and display the audit history for the selected goal.

4. After reviewing the audit history, select the **Return to My Development Plan** link to return to My Development.

Detail View of Development Goal for A0103 DMLMUSER

Return to My Development for A0103 DMLMUSER ❹

Category :	Short-Term (0 - 1 Year)
Goal Name:	Obtain CPR certification
Expected Outcome:	
Estimated Cost:	
Actual Cost:	
Goal Start Date:	09/01/2022
Goal Due Date:	09/30/2023
Competencies:	
Status:	In Progress
Date Completed:	
Manager Reviewed:	Reviewed

Audit History:

❸

Date	Action	User	
02/10/2023	Created	A0103 DMLMSUPERVISOR	view
02/10/2023	Modified	A0103 DMLMSUPERVISOR	view
02/10/2023	Modified	A0103 DMLMSUPERVISOR	displayed

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Print a Development Goal

1. On the **My Development** page, select the **Name** dropdown list.

2. Select the **Direct Report's name** to view their My Development Plan.

3. Select the **Actions** button.

4. Select **Print to HTML or PDF** to generate Print Review.

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5. In the **Print Preview** popup window, select the radio dial button for the format you wish to print, **HTML** or **PDF.**

6. Select the **Open** button.
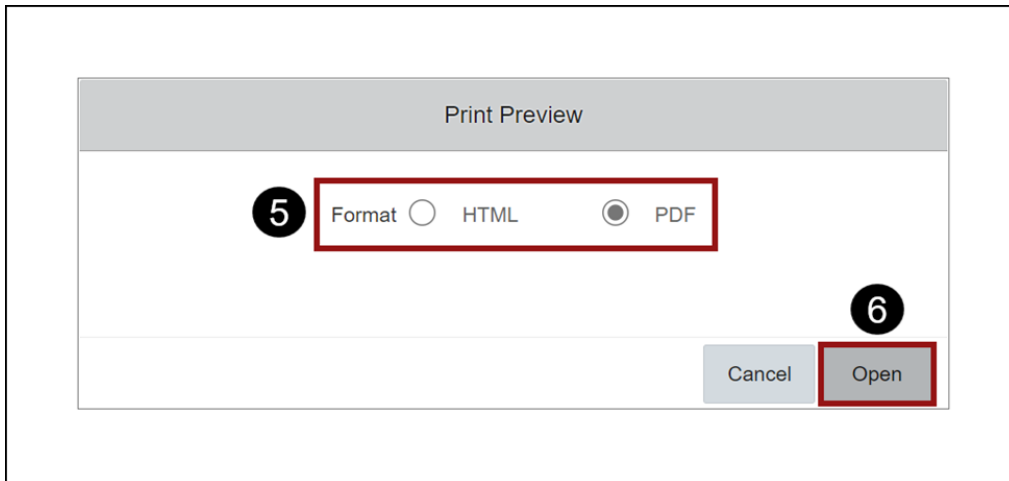
7. Conclude the printing procedure from the HTML or PDF document.

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