



# Individual Development Plan

## PLAYBOOK

# OVERVIEW



## INSIGHTS TO IDP

*What is an IDP & ITS Reason for Implementation*

## ADVANTAGES

*Advantages for Self, Leaders, and the Organization*

## ROLES & RESPONSIBILITIES

*What you, your supervisor and the organisation must do*

## APPROACHES

*Using SMART, SWOT, & Learning Modules for Reference*

## ACTION PLAN

*How to Craft an Ideal IDP*

# IDP & ITS PURPOSE

## Individual Development Plan (IDP)

A dynamic, ongoing tool to assist employees in career and personal development.

### PURPOSE

Help employees **reach short and long-term career goals**

Understand and **address competency gaps**

**Improve job performance**



IDP is **owned by employees**. It is customized to the individual, achievable; agreed and supported by the line manager.

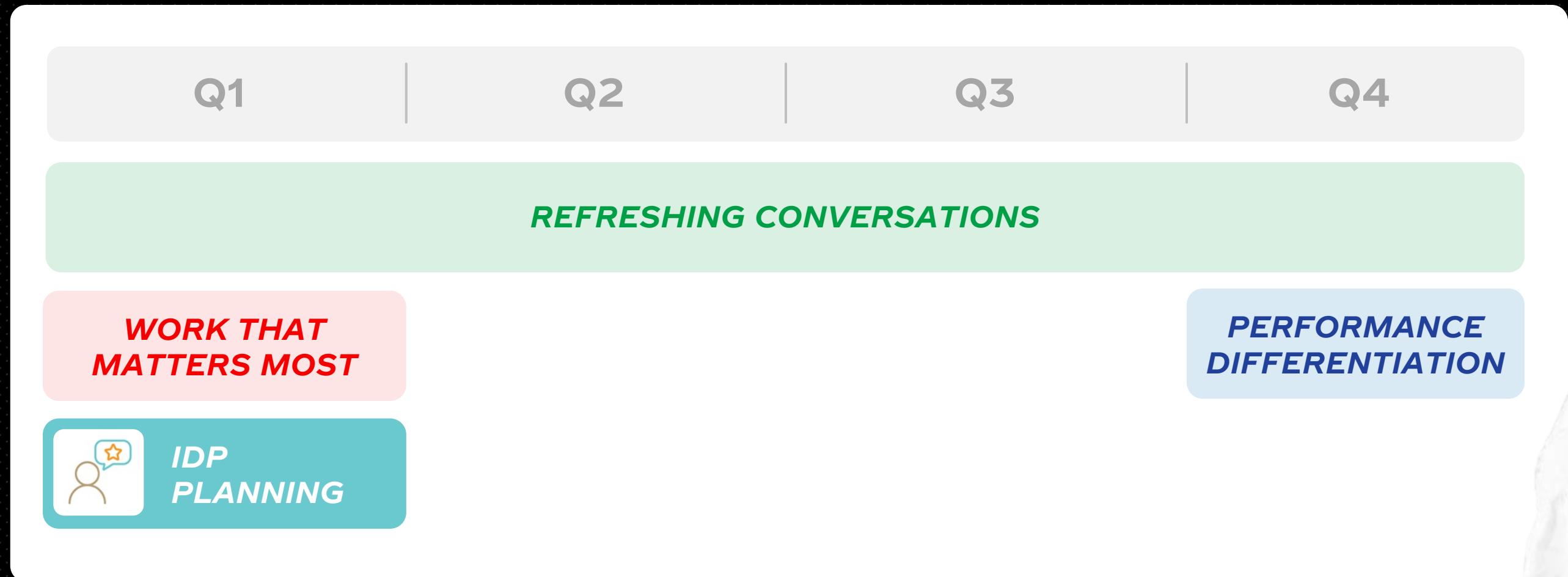


IDPs give associates clear **direction** on how to leverage and increase their skills and advance their careers.



IDP should be **anchored** around the Growth Behaviors, Leadership Definition, and identified functional competencies

# TIMING



# KEY ELEMENTS



# WHAT'S IN IT FOR ME? AS AN INDIVIDUAL



## SELF AWARENESS

Become more self-aware of what you aspire to be, your end goals, and how you can achieve them in a timely manner.



## FRAMEWORK

Provides a framework for conversations with mentors, helping clarify expectations, and receive feedback.



## TRAINING PLAN

Develop a concise training plan tailored to support specific career goals.



## CLEAR GOALS

Set short- and long-term career goals as an IDP is an organized approach to getting what you want.



## PERFORMANCE

Improved performance, sharpen professional competencies, and strengthen weaknesses.

# ROLES & RESPONSIBILITIES

## AS AN INDIVIDUAL



1

### REFLECT

- What was done in the past?
- What can be done differently?
- How can I improve it further to excel?



2

### IDENTIFY

- What action steps must you commit to achieving your desired goals?



3

### DISCUSS

- Reassess your findings
- Ensure your expectations are aligned
- Align with your line manager for your next course of action



4

### EXECUTE

- Follow through on agreed plans and goals
- Discuss any concern/s with your line manager

# WHAT'S IN IT FOR ME?

## AS A LEADER



### MENTORSHIP

Aid in the development of their employees to achieve the knowledge, skills and competencies according to their performance standards



### RETENTION

Employees feel the need to stay as their leaders care for them and want to see them grow.



### ACCOUNTABILITY

A sense of responsibility to be able to develop their employee to become the best! There is a sense of satisfaction in being able to see your employees bloom.



### DOCUMENTATION

Keep track of and document their employee's progress. It will help for any Performance Appraisal later.

# ROLES & RESPONSIBILITIES

## AS A LEADER



### REFRESHING CONVERSATIONS

Ask associates the following:

- What have you achieved this year?
- How would you have done better?
- How can I help you achieve your best self?



### PLAN EXECUTION

- Mutually agree on the plan and execute accordingly.
- Act as an advisor and coach throughout the implementation of the associate's IDP.
- Remind the incumbent that the responsibility of IDP depends on them.



### CHECK-IN

- Ensure that developmental activities support the objectives of the IDP
- Set regular check-ins to ensure the employee is on track and updated



### REVIEW

- Solicit feedback from other stakeholders on the incumbent's progress throughout the period
- Support input with details
- Set another refreshing conversation to follow through on progress and give feedback

# APPROACHES TO IDP





# SWOT ANALYSIS



## Strengths

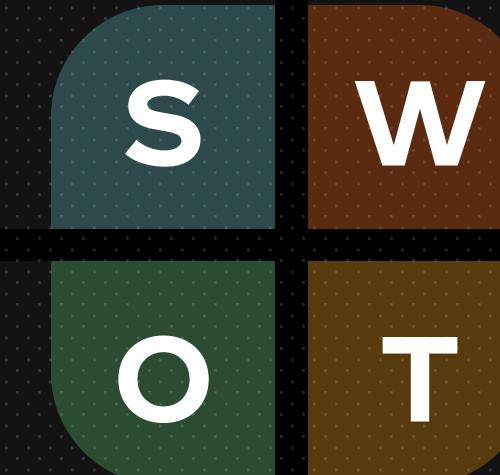
**Define the qualities that you have that make you stand out as a person.**

- What are the professional qualifications/certification you have that makes you stand out?
- Can your expertise in some area make a difference to the organization?
- What projects/campaigns have you completed successfully?

## Weaknesses

**Define the areas of improvement to work on. Any qualities that need enhancement.**

- Do you have the necessary skills/qualifications to be successful in your current or future roles?
- Do you have bad habits? For example, frequently getting late, poor communication skills, etc.
- What other traits can you improve to be more efficient?



## Understand what significant changes you can bring externally and implement it

- Are there any significant changes in your industry that you can take advantage of?
- Has new technology or industry trend emerged that you can make use of future?
- Is a new position advertised in your company that matches your skill set? Or did a position become vacant?

**Awareness of external factors that may affect your future promotion or your role in the organization.**

- Is one of your peers doing a better job than you in a similar role? Are both of you fighting for the same promotion?
- Is the popularity of new technologies or the demise of old technologies threatening your career?
- Are your personal traits hurting your career advancements?

## Opportunities

## Threats



# 70-20-10 MODEL

*Development Plan needs to be closely aligned with development needs with clear learning outcomes.*

## EDUCATION

Formal Training

- Executive Leadership programs
- Personalized learning options with BIG and local offerings
- Functional & Enterprise Capability Initiatives

## EXPERIENCE

On-the-job

- Short-term Assignment (6-12 months)
- Short-term Experience (1- 3 months)
- On Job Development / Project
- Multifunctional / Agile Team
- Talent Exchange in different OU or Bottler





# SMART MODEL



## **SPECIFIC**

Make your goals specific & narrow



## **MEASURABLE**

Define evidence to prove progress



## **ACHIEVABLE**

Set reasonable goals to attain within the timeframe



## **REALISTIC**

Goals should align with values & objectives

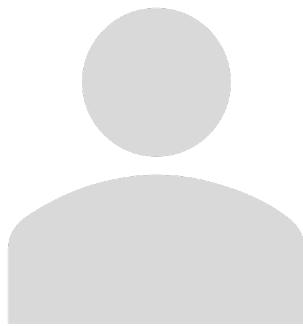


## **TIME BOUND**

Set realistic end dates for task prioritization



# SAMPLE IDP



<b>Name</b>	James Lim
<b>Position</b>	Franchise Sr. Manager
<b>Job Grade</b>	12
<b>Years in Role</b>	1.5 year

<b>Career Aspiration</b>	Franchise VP
<b>Mobility</b>	Mobile 1+ yrs (Any OU except Africa (young family))
<b>Previous Career Highlights</b>	6-month STA on RTM transformation in China 2018 Sales Experience in local FMCG companies prior to joining KO

*To be discussed & finalized in discussion between the manager & associate*

## KEY STRENGTHS

High Learning agility  
Strong Leader and Coach/Mentor - his team is performing well and his DR speaks well of him  
Strategic Orientation

## KEY DEVELOPMENT AREAS

Ability to drive change outside of his network  
Influencing Skills  
Emerging Market Knowledge  
Financial Knowledge & P & L Understanding

## POSSIBLE NEXT ROLE

Franchise Manager in a different market  
Commercial Manager at OU

## DEVELOPMENT PLAN 2023

### SKILLS

#### Enterprise/ Functional/ Leadership

Select self-learning options from CCU (eCornell/ Harvard/ Linkedin) to understand several approaches and tool to drive change and influence better

1. Leading Strategic Change - eCornell
2. Impactful Communication (Cohort Based for ASP - Q1)

### EXPERIENCE

#### Talent SWAP/ STA / STE/ Cross Functional Assignment/ Strategic Project/On-job development

1. Talent SWAP / STA in an emerging market (Any except Africa) outside of OU by end of 2023
2. Identify 2 key areas of opportunity for change in the core area of work & influence the bottler to apply these changes. (Add exact details, timeframe, and milestones)

### NETWORK

#### Mentoring for all/ EZRA Coaching/ Sponsorship

1. Mentoring for all - Peer Mentor in Finance < John Doe> to get a deeper understanding of the P & L, key levers, and impact.
2. Participate actively & connect with global counterparts. Nominated as the representative to lead Franchise Capability Council from ASP.
3. Include him in Franchise LT meetings once in a quarter.



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