

Career Development Plan (CDP)

Action done by: Employee and Manager

Visibility: Employee, Management Chain, HR Admin,
HR Talent Admin, HR Partner



Overview

- **Role of the developpee:**
 - The person being developed owns their Career Development Plan (CDP)
 - Accountable for:
 - Creating their CDP
 - Discussing CDP with Manager
 - Accomplishing the goals outlined on their CDP
 - Schedule progress discussions with manager
- **Role of the manager:**
 - The manager of the developpee is responsible to provide guidance, development opportunities and continuous feedback
 - Accountable for
 - checking in and supporting the work on the Career Development Plan

Employee Starts The Process

Navigate to “Start My Development Plan”

The screenshot displays the Workday interface for an employee named Ethan Employee As Self. The left sidebar is titled 'Ethan Employee As Self' and lists various sections: Summary, Job, Competencies, Benefits, Absence, Pay, Contact, Personal, Performance (highlighted), and Career. The 'Performance' section is expanded, showing a list of actions: View Feedback, View Feedback by Request, View Feedback Given to Others, My Goals, View My Goal Alignment, View Skills and Experience, View Interests, View Employee Reviews, **Start My Development Plan** (highlighted with an orange arrow), and My Manager Check-Ins. The main content area shows the 'Worker' profile for Ethan Employee As Self, with a 'View Team' button and contact information: Phone +1 (407) 5556701 (Mobile) and Work Address 225 S East St Suite 360 Indianapolis, IN 46202 United States of America.



Select Template

Select template named
“Career Development
Plan”

- Enter the Start Date
- Enter the End Date
- Click **Submit**

Start My Development Plan Ethan Employee As Self

Review Template *

Period Start Date *

Period End Date *

Submit Cancel

3. Answer questions

- Click **Back** to edit period start and end dates
- Click **Next** to advance to next step
- Click **Save for Later** if you want to revisit your answers
- NOTE: the progress bar on the left side will support your navigation through this template



- Advance to **Development Goals**, Short-term goals, and Long-term goals

The screenshot displays a web application interface for a 'Complete Employee Plan'. On the left, a sidebar contains a navigation menu with the following items: 'Current Role Development', 'Development Goals' (highlighted with an orange border), 'Short-Term Career Goals (1-2 Years)', 'Longer-Term Career Goals (3+ Years)', and 'Review and Submit'. The main content area is titled 'Development Goals' and includes a search bar at the top. Below the search bar, there is a prompt: 'Capture your development goals here. (Be sure to make it SMART (Specific, Measurable, Attainable, Relevant, Timebound) - all goals should be marked as development goals (not performance goals))'. The form contains several fields: 'Goal' (with a rich text editor containing 'Verbal Communication'), 'Description' (with a rich text editor containing 'Do a gap assessment on communication methods with multiple stakeholders (team, other departments, customers)'), 'Due Date' (set to 12/31/2023), 'Category' (set to '2023 Development Goals'), and 'Status' (set to 'Not Started'). Below these fields is an 'Employee' section with a 'Comment' field. At the bottom of the form, there is a 'Remove' button and a navigation bar with 'Back', 'Next', 'Save for Later', and 'Close' buttons.

Review and Submit

The screenshot shows the 'Review and Submit' step of a Career Development Plan in Workday. The left sidebar lists the plan's stages: Current Role Development, Development Goals, Short-Term Career Goals (1-2 Years), Longer-Term Career Goals (3+ Years), and Review and Submit (highlighted with an orange box). The main content area is titled 'Current Role Development' and contains three sections, each with a question and an answer:

- Section 1:** Question: Career Plan and Individual, Professional Mission Statement. (Consider what contributions you want to make and what strengths you want to use.) Answer: Lead an energized and devoted Sales team. Develop relationships that extend into other areas of the business and result in better outcomes for the company. Learn and teach as much as possible while maintaining a work/life balance.
- Section 2:** Question: Competencies/Skills/Knowledge needed to strengthen existing strengths. (It is important to build on YOUR strengths. Capture things here that can make your strengths even more of an asset.) Answer: My verbal communication continues to be a strength I rely on frequently to accomplish my work. I would like to get even better, particularly with certain stakeholders.
- Section 3:** Question: Competencies/Skills/Knowledge that need development to close gaps. (This section is for areas you may not have had exposure to yet or where you need greater skill development or practice. Capture things here that need to be developed.) Answer: 1) I want to understand end-to-end service better. Specifically, exposure to eligibility processes and rate development training. 2) I would like to strengthen my public speaking.

At the bottom, there are 'Submit' and 'Save for Later' buttons, and a 'Development Goals' section is partially visible.

Employee: Be sure to schedule follow-up discussions in Outlook.



CDP Manager Review and Input



Manager Reviews and Adds to the CDP

Next, the manager inputs their answers and reviews alongside the employee's responses.

Be sure to note any difference of opinion as that could make for rich developmental dialog.

The screenshot displays the Workday interface for a Career Development Plan (CDP) review. The top navigation bar shows "On behalf of: Molly Manager" and a search bar. The left sidebar contains a navigation menu with the following items: "Complete Manager Plan" (with a sub-item "Career Development Plan: Ethan Employee As Self - Manager Plan" and an "Actions" button), "01/01/2023 - 12/31/2023", and a list of steps: "Current Role Development" (selected), "Development Goals", "Short-Term Career Goals (1-2 Years)", "Longer-Term Career Goals (3+ Years)", and "Review and Submit".

The main content area is titled "Current Role Development" and contains two question-answer pairs. The first question is "Career Plan and Individual, Professional Mission Statement. (Consider what contributions you want to make and what strengths you want to use.)". The "Manager" answer field contains "Molly's Answers" and has a rich text editor toolbar above it. The "Employee" answer field contains "Ethan's Answers". The second question is "Competencies/Skills/Knowledge needed to strengthen existing strengths. (It is important to build on YOUR strengths. Capture things here that can make your strengths even more of an asset.)". The "Manager" answer field is empty and has a rich text editor toolbar above it. The "Employee" answer field contains "Ethan's Answers".

At the bottom of the form, there are four buttons: "Back", "Next" (highlighted in blue), "Save for Later", and "Close".



Manager Reviews and Adds to the CDP

Mostly, the manager will click submit. This will lock the form.

Progress on the plan can be captured by:

Manager Check-Ins. (See next section)

The screenshot displays the Workday interface for a manager reviewing a Career Development Plan (CDP) for an employee named Ethan. The page is titled "On behalf of: Molly Manager". The left sidebar shows the "Complete Manager Plan" section with a progress indicator for "Review and Submit". The main content area is titled "Current Role Development" and contains three questions for both the manager and the employee to answer. The questions are:

- Question:** Career Plan and Individual, Professional Mission Statement. *(Consider what contributions you want to make and what strengths you want to use.)*
- Question:** Competencies/Skills/Knowledge needed to strengthen existing strengths. *(It is important to build on YOUR strengths. Capture things here that can make your strengths even more of an asset.)*
- Question:** Competencies/Skills/Knowledge that need development to close gaps. *(This section is for areas you may not have had exposure to yet or where you need greater skill development or practice. Capture things here that need to be developed.)*

At the bottom of the form, there are three buttons: "Submit", "Send Back", and "Save for Later". The Workday logo is visible in the bottom right corner of the interface.



CDP Update Process: Manager Check-In



Once the CDP is Locked Use Manager Check-ins to update progress

This is from the manager's view. Often quarterly is a good cadence to review progress.

Check-ins can be linked.

Be sure to click Notify Participant.

Create Manager Check-In Topic

Participant * X Ethan Employee As Self ...

Notify Participant

Topic Name * Q1 CDP Check-in

Shared Notes

Normal **B** *I* U **A** ...
Great job on your communication gap analysis with key stakeholders. You are communicating much better with peers and upper leadership.

My Notes

Normal **B** *I* U **A** ...
Received strong feedback from Elenor Executive. Continue to watch how he communicates with Sally - especially when things are busy.

Associated Manager Check-Ins

Attachments

Save Cancel

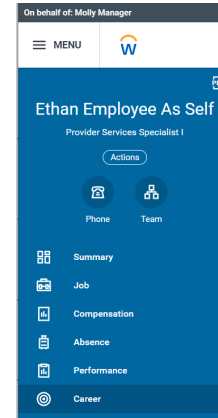


Once the CDP is Locked Use Manager Check-ins to update progress

The manager or employee can then go to the employee's profile

Click career

Click the hyperlink or view, to view the detail



Completed 1 item



Review	Review Period Start Date	Review Period End Date	View Review	Create Review PDF
Career Development Plan: Ethan Employee As Self	01/01/2023	12/31/2023	View	Create New PDF

Once the CDP is Locked Use Manager Check-ins to update progress

Create Manager Check-In

Participant *

Notify Participant

Planned for *

Description

Attachments

Drop files here

Select files

Save Cancel

Because we tagged a topic Q1 CDP Check-In we can link to that as an existing topic.

Attachments

Drop files here

Select files

Manage Topics

Add

Select Existing Topic

OR

Topic Name *

Save Cancel



Topics may be edited, viewed or deleted

On behalf of: Molly Manager

MENU



Search



View Manager Check-Ins



Worker Ethan Employee As Self

Manager Check-Ins

Topics

Create Manager Check-In

Archive Manager Check-Ins

2 items



Manager Check-In	Participant	Topics	Action
05/10/2024	Molly Manager	Q1 CDP Check-in	Edit
10/25/2023	Molly Manager	Q1 CDP Check-in	Edit

