



Emerging Leader Program (ELP) Career Development Plan (CDP)

PARTICIPANT'S NAME: _____

CAREER DEVELOPMENT PLAN SUMMARY

The concept behind the Career Development Plan (CDP) is to provide a roadmap or blueprint of the developmental goals and activities that the Emerging Leader Program (ELP) Intern intends to pursue in order to build and strengthen the competencies identified under the Federal Executive Core Qualifications (ECQs) (Leading Change, Leading People, Results Driven, Business Acumen and Building Coalitions/Communications).

The CDP is a living document. Although it is prepared, negotiated with your mentor and your home OpDiv supervisor, and ultimately approved by HHS Management, it is a means of tracking and systematically recording important developmental events during the internship. ELP training events should be noted under the appropriate competency.

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| Participant: <i>Signature/Date:</i> | Development period: |
| Career Coach Approval <i>Signature/Date:</i> | CDP Completion Date: |
| Mentor Approval <i>Signature/Date:</i> | Career Track: <input type="checkbox"/> Administrative <input type="checkbox"/> Information Technology <input type="checkbox"/> Public Health <input type="checkbox"/> Scientific <input type="checkbox"/> Social Sciences |
| HHS Operating Division: | Home OpDiv Coordinator: Position of Record: |

THE CDP IS COMPRISED OF THREE SECTIONS:

1. **SYNOPSIS OF PARTICIPANT'S COMPETENCIES** - Section one contains summaries of the participant's strengths and opportunities for enhancement/development.
2. **DEVELOPMENTAL ACTIVITIES** - Section two contains descriptive summaries of the ELP participant's proposed developmental activities.
3. **ROTATIONAL ASSIGNMENTS** - Section three contains the ELP participant's proposed rotational assignments and the identification of the competencies to be developed or enhanced.

| Leadership Core Qualification | Competency |
|-------------------------------|--|
| 1. Leading Change | Continuous Development, Creativity and Innovation, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision, Self-Direction |
| 2. Leading People | Conflict Management, Integrity, Interpersonal Skills, Diversity, Performance Management, Teambuilding, Developing Others |
| 3. Results Driven | Accountability, Customer Service, Decision Making, Entrepreneurship, Problem Solving, and Technical Credibility |
| 4. Business Acumen | Financial Management, Human Capital Management, and Technology Management , Project Management |
| 5. Building Coalitions | Influencing/Negotiating, Partnering, Political Savvy, Communication (Oral and Written), Organizational Systems Awareness |

I. SYNOPSIS OF PARTICIPANT'S COMPETENCIES

This section focuses on the participant's objectives for the Career Development Plan. The participant in developing the plan must consider his/her current strengths as well as opportunities for enhancement/development.

In the first column, the participant should define competencies he/she considers to be their strengths coming into the program. In the second column the participant should describe which competencies require further enhancement/development through the proposed rotational assignments and development activities defined within CDP. These represent the participants *CDP Goals*, what he/she hopes to accomplish as a result of the plan.

| Define Strengths | Define Opportunities for Development |
|------------------|--------------------------------------|
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II. DEVELOPMENTAL ACTIVITIES

This section lists the participant's developmental activities, separate from rotations that they wish to strengthen while in the program.

Please choose one or more competencies from each Core Qualification and then describe what you will do to develop that competency to include self-development ideas, group projects, formal training etc.

Leadership Core Qualification 1: Leading Change

Continuous Development, Creativity and Innovation, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision, Self-Direction

Targeted Competency (s):

| Action Steps | Target Date | Resources Needed | Potential Obstacles and Solutions | Completion Date |
|--------------|-------------|------------------|-----------------------------------|-----------------|
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Leadership Core Qualification 2: Leading People
 Conflict Management, Integrity, Interpersonal Skills, Diversity, Performance Management, Teambuilding, Developing Others

Targeted Competency (s):

| Action Steps | Target Date | Resources Needed | Potential Obstacles and Solutions | Completion Date |
|--------------|-------------|------------------|-----------------------------------|-----------------|
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Leadership Core Qualification 3: Results Driven

Accountability, Customer Service, Decision Making, Entrepreneurship,
 Problem Solving, Technical Credibility

Targeted Competency (s):

| Action Steps | Target Date | Resources Needed | Potential Obstacles and Solutions | Completion Date |
|--------------|-------------|------------------|-----------------------------------|-----------------|
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Leadership Core Qualification 4: Business Acumen
 Financial Management, Human Capital Management, and Technology Management , Project Management, Priority Setting

Targeted Competency (s):

| Action Steps | Target Date | Resources Needed | Potential Obstacles and Solutions | Completion Date |
|--------------|-------------|------------------|-----------------------------------|-----------------|
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Leadership Core Qualification 5: Building Coalitions
 Influencing/Negotiating, Partnering, and Political Savvy, Communication
 (Oral and Written), Organizational Systems Awareness

Targeted Competency (s):

| Action Steps | Target Date | Resources Needed | Potential Obstacles and Solutions | Completion Date |
|--------------|-------------|------------------|-----------------------------------|-----------------|
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III. ROTATIONAL ASSIGNMENTS.

In this section, the participant's proposed rotational assignments should be described in detail. The participant should explain how the selected competencies will be gained, and specifically state the expected objectives and accomplishments of the assignment. It is important to identify the participant's specific role in the project. Use of OPM's Challenge, Context, Actions, and Result (CCAR) Model is strongly recommended to help focus the relevancy and impact of the participant's developmental activities. Each rotational assignment description should begin on a new page.

See Attached