

GBH Individual Development Plan

Examples of Development Actions

Research supports that learning and development is most effective when it is applied on the job. Make the most of opportunities to combine learning with real work/or learn from others in the workplace. Resist the urge to devote 100% of your development to classes or training.

Type	Development Action	Description	Examples and Resources
Learning by Doing: On-the-Job Development	Complete a Special Project	Complete a stretch assignment or special project to broaden your skill base.	Work with your supervisor. Examples: Lead/Work (ADSCME Contract 30.5), Work Out of Classification (10.10), Training Positions (18.4)
	Complete Temporary Assignment	Temporarily assume the duties of someone who is on vacation, on a leave of absence, etc. to build experience, broaden perspective, and develop new skills.	-
	Move to a New Job	Changing jobs is an effective way to develop new skills, knowledge, or competencies.	-
	Join a Committee, Task Group, or Employee Group	Getting involved in a workplace group to help you enhance your network of contacts, learn more about the organization, develop leadership skills, and make positive contributions to OHSU.	Work with your supervisor. Examples: Diversity Employee Resource Groups, Labor Management Committee, AFSCME Leadership, Toastmasters
Learning from Others	Find a Mentor, Coach, Subject Matter Expert, or Role Model	Periodically consult with a specialist to discuss and enhance specific work-related knowledge, and skills and broaden perspective.	Select the person or ask for a recommendation from a supervisor/co-worker. Use the employee directory to identify possible contacts.
	Receive Cross-Training	Receive training from another employee who has a job that is different from yours. Learn the knowledge, and skills and broaden your perspective.	Work with your supervisor. Consult with the CWE Center Career Development Specialist for guidance on getting started.
	Job Shadow	Observe the day-to-day work of another employee to gain an understanding of a process, or procedure, and/or explore a new role.	-
Training, Classes, Education	Study Materials	Learn from books, videos, and other resources; follow up with the manager or a learning partner to share insights and reinforce learning.	CWE Center Self-Paced Learning, OHSU Library
	Training Programs, Classes, Formal Education	Attend training classes, workshops, conferences, and academic degree/certificate programs to develop new skills and networks.	HR Learning & Development, CWE Center Classes, Healthcare Organizational Effectiveness, OHSU Division of Management, OHSU Tuition Benefits
	Online Training/eLearning	Complete an online learning experience (e.g., to learn new software) to gain new skills and knowledge that can be applied to the workplace.	-
Other Development Actions	Train Others	Provide training to others (e.g., how to use a new tool or technique, or sharing learning from a recent conference) to deepen knowledge, credibility, and confidence.	Work with your supervisor.
	Coach Others	Impart skills, knowledge, and direction to others to help develop insights and abilities.	-
	External Activities	Develop connections in the community, in the occupational field, or within a certain industry to gain new perspectives, a network of resources, and develop expertise.	OHSU Career Information System, Local Library

Individual Development Plan Sample

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