

## APPENDIX B: AGLEARN LC/IDP

### Instructions for Completing IDP/LC in AgLearn

The following steps will allow you to create a new Individual Development Plan, add goals, and submit the IDP for review and approval.

Please remember that the use of Individual Development Plans and the features enabled to support them vary widely across agencies. For more information, contact your [Agency's AgLearn Lead](#).

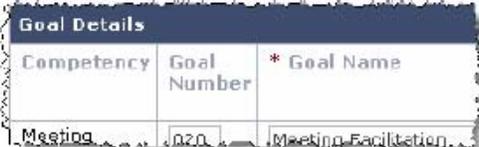
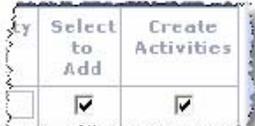
Step	Action	Look For
1.	Select the <b>Career</b> tab.	
2.	Select <b>Create New Plan</b> . Note, if this is not your first plan, you may have to first select <b>List all Plans</b> .	
3.	Complete the Plan Information and select <b>Add</b> .	
4.	Your new IDP is now created. Before submitting for approval, you must add goals.	

Creating non-competency based goals.

Step	Action	Look For
1.	After creating the new IDP, or opening the IDP from the Career tab, select <b>New Goal</b> .	
2.	Complete the <b>Goal Details</b> section.	
3.	Select <b>Finished</b> . If you wish to add another goal, select <b>Save and Add Another</b> .	

**Tab 2: Steps for Developing Your Leadership Competencies**

Creating competency-based goals.

Step	Action	Look For
1.	After creating the new IDP, or opening the IDP from the Career tab, select <b>New Goal</b> .	
2.	Select <b>Goal Wizard</b> .	
3.	Select <b>Next</b> .	
4.	Enter the <b>Keywords</b> for the competencies you wish to work with.	
5.	Select <b>Next</b> .	
6.	Locate the competency you wish to base your goal on and place a checkmark in the <b>Select</b> column.	
7.	Select <b>Next</b> .	
8.	Complete the <b>Goal Details</b> section, paying special attention to the required fields, which are marked with a red asterisk.	
9.	If you wish to add activities from the AgLearn catalog that support your goal, place a checkmark in the <b>Create Activities</b> column.	
10.	Select <b>Finished</b> . If you wish to add another goal, select <b>Save and Add Another</b> .	