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INDIVIDUAL DEVELOPMENT PLAN

Introduction
At BUNN, our primary mission is to achieve a level of success that ensures the continuity of the business, enable us to support our families and ourselves, and creates opportunities for us to help others and contribute in a sustainable way to the world around us. We know that achieving this goal begins and ends with people. We are committed to providing the ongoing development that each individual needs to reach their personal potential and the goals of their team and our business. We are guided by our shared values and committed to having fun on our road to achievement.

To help guide our efforts, we have a number of Talent Management Resources available that can be used to focus goal-setting, development planning and achieving results. It is with a conscious focus on these aspects that we will ensure that our Primary Mission is achieved.

What is an IDP?
An Individual Development Plan is a tool that helps you to develop a plan that best suits your career paths by drawing concrete steps and objectives that meet your goals. It is an essential tool you can use to determine and organize your plans, whether you want to plan for a personal or professional development.

Purpose of an IDP
All exempt employees are required to complete an Individual Development Plan (IDP) on an annual basis. BUNN introduced this initiative to encourage the employees to take the lead in their career development.

Benefits of an IDP
Creating an IDP helps

A. The employee:
   • To become objective driven towards developing their personal and professional development needs
   • To periodically track and monitor their progress in terms of meeting development goals

B. The Supervisor:
   • To explore training or mentoring opportunities for the employee
   • To Identify continued staff skill development needs

C. The organization:
   • To develop a road map to meeting departmental and organizational goals
   • To ensure effective leadership development is in place
How to Complete an IDP

A. Accessing IDP

Step 1: Access the BEAN ➔ Select Performance ➔ Development Plans

Step 2: The Create Development Plan Page opens.
Step 3: On the Create Development Plan Page, Click **Create**

Step 4: The Details Page opens
Step 5: Type in the title of the development plan. It should include the employee’s name, the current year, and Development Plan. For example, if the employee’s name is BUNN Employee, then in the Title field, type: **BUNN Employee-2013 Development Plan.**

Step 6: Choose a category from the Category drop-down menu. Locate your department or something similar.
Step 7: Add a description. You can copy the title and place in the field.

Step 8: Assign direct reports by checking the Name check box below the Assign Direct Reports title.
B. Adding Objectives

Your direct reports are required to create one development plan for the year with two objectives: professional and personal. The title of the objectives should read professional and personal. Follow these steps to add the objectives:

Step 1: On the Details Page, Click the Add Objective Icon/link.

Step 2: The Objective is added to the Details Page.
Step 3: Enter a title in the objective field. In this example, we will start with professional.

Step 4: From the drop-down list, Select a category associated with the professional objective.
Step 5: For each objective, the employee need to have at least one training item or action step. For example, we will add a training item for this objective. Click the Add Training Items icon.

Step 6: The Search For Training Box opens. Enter keywords in the Search field to search for a particular course.
Step 7: The Search For Training Box will be populated with a list of different training items related to the title. Click the Add icon (      ) next to the course you choose to add.

Step 8: The training item will be added under the professional objective title.
Step 9: Adjust the completion date as necessary.

Step 10: Now we will add a personal objective. To add a personal objective, first, click the Add Objective Icon.
Step 11: The Objective Title field is added.

Step 12: Enter "Personal" in the Title Field.
Step 13: Select category from the Category drop-down menu.

14: Like the professional objective, for the personal objective, the employee needs to have at least one training item or action step. For this example, we will add an action step. To add an action step for the objective, click the Add Action Step icon ( ). The Add Action Step field will be added.
Step 15: The Activity Box opens. Type an action step that is associated with the objective in the field.

Step 16: Select a category from the Category drop-down menu.
Step 17: Adjust the completion date as necessary

16. Click Submit.
18. Once you submit the Development Plan, the Development Plan will be assigned to the employee and you will be brought back to the Create Development Page.
FAQs

Where do I create an Individual Development Plan (IDP)?

An Individual Development Plan (IDP) is created and maintained in the BEAN. Go to Performance → Development Plans. Or follow instructions on page 2.

Who should have an IDP?

All Exempt employees should have an IDP.

What should an IDP contain?

All Exempt employees should have one IDP per year, and it should address personal and professional development-goals.

When should an IDP be completed, revised, or reviewed?

An IDP should be completed, revised, or reviewed, at a minimum, during the annual performance review process.

Do results of IDP impact the final score on Performance Review Form?

No, they don’t.

Who is responsible for approving an IDP?

An IDP is approved by the employee’s manager. Once you submit your IDP, the status will read Pending Acceptance Approval. You will begin working on the progress of your plan after it is approved by your manager.

What is an Action Step?

An Action Step is a mentorship, on-the-job training, practice of an activity or reading a blog, website, journal or book.