

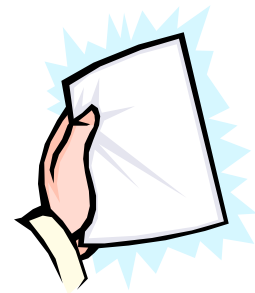
“Building For Tomorrow”
**A professional/leadership development program for Pennsylvania’s
conservation districts**

INDIVIDUAL DEVELOPMENT PLAN
for
PENNSYLVANIA
CONSERVATION DISTRICT DIRECTORS

WHAT IS AN INDIVIDUAL DEVELOPMENT PLAN?

An Individual Development Plan (IDP) is a written plan designed to outline a person’s objectives for training and development. It is a method of systematically evaluating and planning the training and experiences needed to increase the skills and knowledge someone needs to function more effectively and more comfortably in their position.

The main purposes of this IDP for conservation district directors are to help directors assess their particular strengths in understanding the programs affecting their district, and to chart the areas where they would like to increase their knowledge, understanding, and comfort levels.



HOW WAS THIS IDP DEVELOPED?

This IDP for conservation district directors was developed by the Leadership Development Committee, a committee comprised of district directors, district managers, and agency representatives interested in professional and leadership development training for district directors and district staff. The committee met as a large group and as subcommittees several times to explore what topics would be most beneficial to today’s district directors and staff.



The main topic areas of Director Roles and Responsibilities, Meeting Management, Working With Other Groups, Personnel, Finances, Communications Skills, and Program Planning and Evaluations were explored and a variety of delivery systems on each topic area was reviewed. The subjects found to be most applicable to today’s conservation districts were gathered and rearranged to create this IDP for Pennsylvania’s Conservation District Directors. The IDP is meant as a tool to make the job of being a director easier and more interesting.

HOW DO I USE THIS IDP?

It's easy.

1. First of all, for this IDP to be most effective for your conservation district, it needs to be customized to reflect the important programs from a local perspective. This customization should reflect what is important to the well-being of the environment and the citizens of your county, and the areas where a higher level of understanding is needed by directors.
2. Identify the subjects you feel are important for making you an effective district director. After you identify the subjects you feel are important, assess your current "proficiency level" (on a scale of 1 to 4) and the proficiency level you would like to reach in order to feel more comfortable as a conservation district director. This enables you to identify areas in which you would like to receive additional training and also allows the district board to see and document the areas where you can best bring your own talents, skills and experiences to the district.
3. Sit down with your district chair, your district manager, and your field representative to discuss what's available to help you increase your knowledge and comfort levels in the subject areas you have identified. Together, you can map out how and when you can get the information you need to help you accomplish your director responsibilities and better enjoy your role as a district director. This exchange of ideas is an important step in helping you realize your goals.



ADDITIONAL POINTS ABOUT THE INDIVIDUAL DEVELOPMENT PLAN FOR PENNSYLVANIA'S CONSERVATION DISTRICT DIRECTORS

- A) This IDP for District Directors is a tool and can only be useful if it is used.
- B) In some districts, it may be most useful to complete and review each director's IDP at a meeting of the entire board. This would allow you to discuss the training and development needs of the board as a whole and can make planning that training easier.
- C) This IDP was created (in part) BY directors FOR directors.
- D) This IDP is not an attempt to make each district director an "expert" in everything, nor is it an attempt to make all district directors the same. Customize it to reflect your local needs.
- E) This IDP is a "living" document. It should be reviewed and changed as your experiences and interests as a district director change.
- F) Your Director Handbook would be an excellent place to keep your IDP.
- G) Comments and suggestions regarding the IDP are welcomed and encouraged. Contact PACD or the State Conservation Commission with your input.