

EXECUTIVE - MANAGEMENT - SUPERVISORY (E-M-S)  
INDIVIDUAL DEVELOPMENT PLAN

1. Name (Last, First, Middle Initial)	2. Social Security Number	3. Position Number
4. Pay Plan, Series, Grade	5. Official Position Classification Title	6. Working/Organization Title
		7. Organizational Structure Code

8. Managerial Knowledge, Skills, and Abilities Required for Present Position: (Continued on reverse)	9. Weight Factor	10. Proficiency Level		11. Recommended Optimum Developmental Activity:
		Satisfactory	Needs Development	

<b>A. FUNDAMENTAL</b>				
1. Management Theory and Concepts . . . .				_____
2. Organization and Position Management . . . . .				_____
3. Work Planning and Productivity . . . . .				_____
4. Communication Process . . . . .				_____
5. Human Behavior and Motivation . . . . .				_____
6. Supervisory Responsibility in the FmHA . . . . .				_____

<b>B. GENERAL</b>				
1. Problem Solving and Decision Making . . . . .				_____
2. Instructor Training . . . . .				_____
3. Time Management . . . . .				_____
4. Organizing Work . . . . .				_____
5. Conflict Management and Negotiation . . . . .				_____
6. Writing Techniques . . . . .				_____
7. Meetings/Discussion Groups . . . . .				_____
8. Stress Management . . . . .				_____
9. Public Speaking . . . . .				_____
10. Interview Techniques . . . . .				_____
11. Counseling . . . . .				_____
12. Introduction to ADP . . . . .				_____
13. Automation and the Manager . . . . .				_____
14. Career Planning . . . . .				_____
15. Public Relations . . . . .				_____

8. Managerial Knowledge, Skills, and Abilities Required for Present Position: <i>(Continued)</i>	9. Weight Factor	10. Proficiency Level		11. Recommended Optimum Developmental Activity:
		Satisfactory	Needs Development	
<b>C. FUNCTIONAL</b>				
1. Financial Management .....				_____
2. Budget Administration .....				_____
3. Personnel Management .....				_____
4. Procurement .....				_____
5. Automated Information Management ..				_____
6. Labor/Management Relations .....				_____
<b>D. OTHER</b>				
1. ....				_____
2. ....				_____
3. ....				_____
4. ....				_____

**CURRENT YEAR DEVELOPMENT PLAN**

12. Recommended Optimum Developmental Activities	13. Source Code	14. Method Code	15. Dates		16. Length of Activity (HRS)	17. Total Cost Estimate
			Start	End		

Employee <i>(Signature)</i>	Date	Supervisor <i>(Signature)</i>	
		Social Security Number	Date

## INSTRUCTIONS FOR PREPARATION

This form is used to identify and record individual E-M-S development needs of Farmers Home Administration (FmHA) E-M-S employees. It should be prepared on or about the time the E-M-S employee is scheduled to receive his or her annual performance rating. It should be reviewed annually and revised or updated as necessary.

### GENERAL

- Identify the managerial knowledges, skills, and abilities (KSA factors) necessary to perform the duties and responsibilities of the E-M-S employee's assigned position.
- Assess the degree to which E-M-S employee possesses the required managerial KSA s. Those KSA s requiring improvement are designated as individual E-M-S development needs.
- Identify the optimum developmental activity which will assist the E-M-S employee in acquiring a satisfactory level of proficiency for each KSA requiring improvement.
- Prepare a current year development plan. List only those developmental activities which you plan to accomplish during the succeeding 12 months.

### SPECIFIC

- Block 1 - Enter the employee's last name, first name, and middle initial exactly as recorded on Time and Attendance Report (T&A).
- Block 2 - Enter the employee's Social Security Number as it appears on the T&A Report.
- Block 3 - Enter the position number which identifies the position to which the employee is assigned. Refer to Form AD-332, Position Description (Block 3).
- Block 4 - Enter the employee's pay plan, occupational series, and grade (e.g., GS-475-11, GS-1165-12).
- Block 5 - Enter the employee's official position classification title (e.g., Supervisory Agricultural Management Specialist, Supervisory Loan Specialist).
- Block 6 - Enter the employee's working/organizational title (e.g., County Supervisor, District Director).
- Block 7 - Enter the employee's Organizational Structure Code. Refer to Form AD-332, Position Description (Block 17).
- Block 8 - Lists the managerial KSA s required to perform the duties and responsibilities of FmHA E-M-S employees.
- Block 9 - Enter the appropriate "weight factor" beside each managerial KSA listed in Block 8. Assigned weights are listed on the information sheet "Managerial Knowledges, Skills and Abilities Required by E-M-S Employees" contained in the "E-M-S Training and Development Guidebook."
- Block 10 - Place a check "✓" in the Satisfactory column beside those managerial KSA s which the E-M-S employee has attained a satisfactory level of proficiency and a check "√" in the Needs Development column beside those managerial KSA s which the E-M-S employee requires improvement or needs to sharpen.
- Block 11 - Beside those KSA s with a check "√" in the Needs Development column, enter the recommended optimum developmental activity which will assist the employee in attaining a satisfactory level of proficiency. Alternative developmental resources are listed in the designated section of the "E-M-S Training and Development Guidebook".
- Block 12 - Enter those developmental activities from Block 11 which you plan to accomplish during the next 12 months.
- Block 13 - Select the appropriate "Source" code from those listed below and enter beside each developmental activity listed in Block 12:
- |                        |                             |                               |
|------------------------|-----------------------------|-------------------------------|
| 01 - FmHA Sponsored    | 05 - Other Federal Dept.    | 09 - Industry                 |
| 02 - USDA              | 06 - USDA Graduate School   | 10 - Professional Association |
| 03 - Other USDA Agency | 07 - State/Local Government | 11 - Consultant               |
| 04 - OPM               | 08 - University/College     | 12 - Other (Specify)          |
- Block 14 - Select the appropriate "Method" code from those listed below and enter beside each developmental activity listed in Block 12:
- |                             |                     |                                 |
|-----------------------------|---------------------|---------------------------------|
| 01 - Formal Classroom       | 05 - Computer Based | 09 - Training Film              |
| 02 - Correspondence         | 06 - VCR Tape       | 10 - Detail/Mobility Assignment |
| 03 - Programmed Instr. Text | 07 - Audio Cassette | 11 - Other (Specify)            |
| 04 - Formal TV Course       | 08 - LP Recording   |                                 |
- Block 15 - Enter inclusive dates of developmental activity (e.g., 7/22/85 - 7/25/85).
- Block 16 - Enter total number of hours for each developmental activity: 1 day = 8 hours (e.g., total hours for example in Block 15 is 32 hours).
- Block 17 - Enter estimated total cost for each developmental activity (i.e., tuition and associated fees, books and materials, travel, per diem, household movement, etc.) Do not include salary costs.

**INFORMATION SHEET – MANAGERIAL KNOWLEDGES,  
SKILLS, AND ABILITIES REQUIRED BY FmHA E-M-S EMPLOYEES**

WEIGHT FACTOR 1 – Critical 2 Essential 3 – Needed	Asst. County Supervisor	County Supervisors	District Directors & Assts.	Program Chiefs	Administrative Officers	State Directors	FO Managers & Supervisors	NO Managers & Supervisors
	<b>A. FUNDAMENTAL</b>							
1. Management Theory and Concepts . . . . .	2	2	1	1	1	1	2	2
2. Organization and Position Management . . . . .	3	2	1	2	1	1	2	2
3. Work Planning and Productivity . . . . .	1	1	1	1	1	2	1	1
4. Communication Process . . . . .	1	1	1	1	1	2	1	1
5. Human Behavior and Motivation . . . . .	2	1	1	2	2	1	2	2
6. Supervisory Responsibility in the FmHA . . . . .	1	1	1	1	2	1	1	2
<b>B. GENERAL</b>								
1. Problem Solving and Decision Making . . . . .	1	1	1	1	2	2	1	1
2. Instructor Training . . . . .	3	2	1	2	2	2	3	2
3. Time Management . . . . .	1	1	1	1	2	2	2	2
4. Organizing Work . . . . .	1	1	1	1	1	1	2	2
5. Conflict Management and Negotiation . . . . .	3	2	1	2	2	1	2	2
6. Writing Techniques . . . . .	1	2	2	2	2	2	2	2
7. Meetings/Discussion Groups . . . . .	2	2	1	2	2	2	2	2
8. Stress Management . . . . .	2	2	1	2	2	2	2	2
9. Public Speaking . . . . .	2	2	1	2	2	2	3	2
10. Interview Techniques . . . . .	1	1	1	2	2	2	2	3
11. Counseling . . . . .	2	1	1	2	2	1	2	2
12. Introduction to ADP . . . . .	3	2	2	2	2	2	3	2
13. Automation and the Manager . . . . .	3	2	2	2	2	2	3	2
14. Career Planning . . . . .	3	2	2	2	2	3	3	3
15. Public Relations . . . . .	1	1	1	1	2	1	3	2
<b>C. FUNCTIONAL</b>								
1. Financial Management . . . . .	2	1	2	1	2	2	3	3
2. Budget Administration . . . . .	3	3	3	3	1	2	3	2
3. Personnel Management . . . . .	3	2	1	3	1	2	2	2
4. Procurement . . . . .	3	3	3	3	1	3	3	3
5. Automated Information Management . . . . .	3	3	2	2	1	2	2	2
6. Labor/Management Relations . . . . .	3	3	2	3	2	2	2	3