



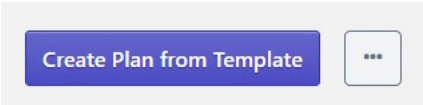
Employee: How to Create an Employee Development Plan (Optional)

The following steps guide an employee through creating an optional employee lead Development Plan.

STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. Click the [Development Plan](#) link.

STEP 3. Click the **Create Plan from Template** button.



STEP 4. Select the **Apply Template** button.

Development Plan Templates					
Choose a template to create a development plan from.					
Template		ID	Category	Date Created	Actions
Employee Development Plan	Preview	EBHNSFOAX	EPRS Employee D...	3/2/2024	Apply Template

STEP 5. Enter a **Plan Title** in the text box.

General Information

Plan Title*

Employee Development Plan

STEP 6. List the goals that you wish to accomplish in the **Description** text box.

Description

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I_x**H1****H2****H3****H4****H5****H6**

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Goals: (what the employee is working to accomplish)

STEP 7. Select the **Add Objective** button within the development objectives section.

Development Objectives



There are no development objectives. Would you like to add one?

Add Objective

STEP 8. Enter the title of the objective in the **Objective Title** text box.

Add Development Objective

Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title

Learning and Development

Search For Learning

Find learning opportunities to help you achieve your objective.

Add Development Action

Create your own actions to make your objective happen.

STEP 9. To add a learning opportunity, click the **Search for Learning** button. This connects to our MassAchieve portal to tie desired training into your personalized development plan. Multiple training courses can be selected at once.

Learning and Development

Search For Learning

Find learning opportunities to help you achieve your objective.

Add Development Action

Create your own actions to make your objective happen.

STEP 10. To add a development action that will be completed externally from the MyPath system click the **Add Development Action** button. One development plan action can be added at a time. If you would like multiple development actions, please repeat this step until complete.

Learning and Development

Search For Learning

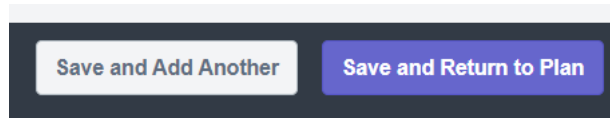
Find learning opportunities to help you achieve your objective.

Add Development Action

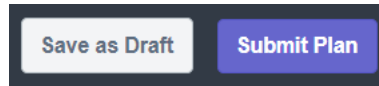
Create your own actions to make your objective happen.

STEP 11. Once all learning and development actions have been added, click the **Save and Return to Plan**

button.



STEP 12. Once complete, click the **Submit Plan** button.



Note: All employee lead development plans require supervisorial approval. The system will automatically notify your supervisor that your plan has been submitted for approval. It is recommended that you also reach out to your supervisor to confirm that the plan has been created.

STEP 13. Once approved, forward the EDP to the agency's EPRS Coordinator. The ERPS Coordinator will ensure that the EDP is placed in the Employee's personnel file with their ERPS form.