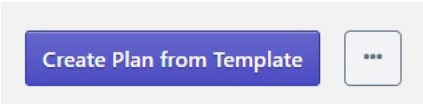
Employee: How to Create an Employee Development Plan (Optional)

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

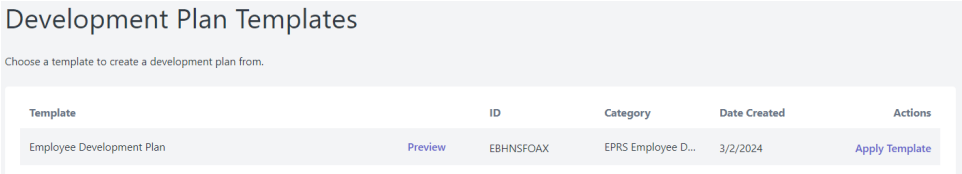
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. Click the **Development Plan** link.

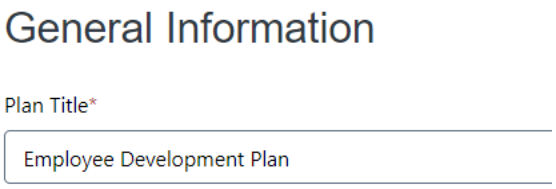
STEP 3. Click the **Create Plan from Template** button.



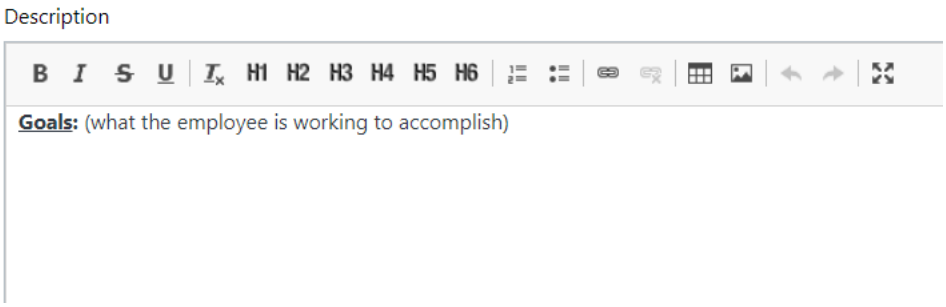
STEP 4. Select the **Apply Template** button.



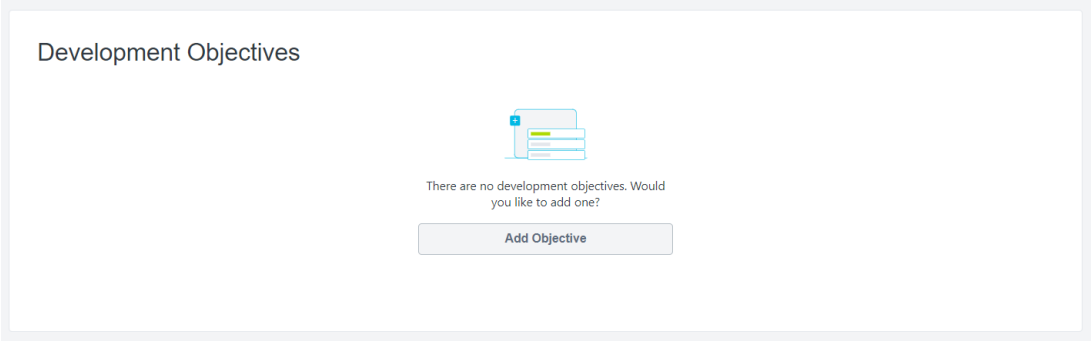
STEP 5. Enter a **Plan Title** in the text box.



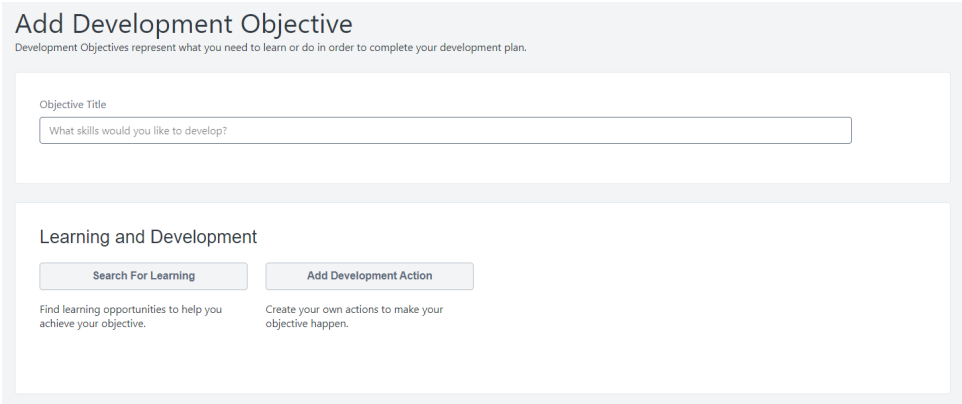
STEP 6. List the goals that you wish to accomplish in the **Description** text box.



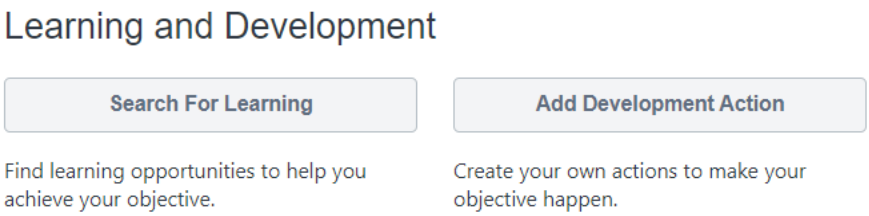
STEP 7. Select the **Add Objective** button within the development objectives section.



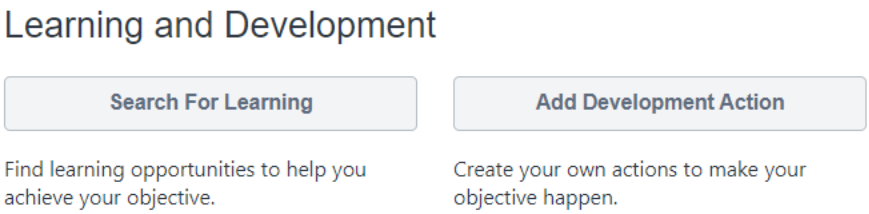
STEP 8. Enter the title of the objective in the **Objective Title** text box.



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.

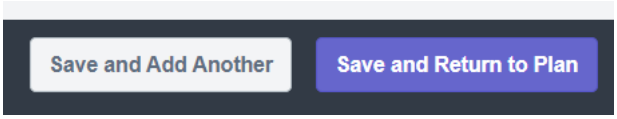


STEP 10. To add a development action that will be completed externally from the MyPath system click the **Add Development Action** button. One development plan action can be added at a time. If you would like multiple development actions, please repeat this step until complete.

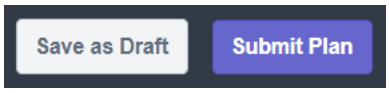


STEP 11. Once all learning and development actions have been added, click the **Save and Return to Plan**

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.