MyPath MassPerform

Manager-Led Development Plan

A Manager-Led Development Plan is an optional component of MassPerform where managers can create an individual development plan for their direct reports. This collaborative document between a manager and employee is designed for high-performing employees interested in moving to the next step in their career and is designed to facilitate growth and skill development to enhance needed skills and to prepare for future responsibilities. This plan can utilize a combination of on-the-job training, coaching, and recommended coursework to help an employee achieve proficiency in their current role or prepare for a future role.

After creating a Development Plan, managers and employees should meet on a regular basis to monitor and update the plan's progress.

The following steps will guide you through the process of creating a development plan in MyPath to use for Development Check-in conversations with your employee.

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

STEP 2. From the MyPath homepage, expand the **Show Navigation Menu** button (the hamburger menu) from the top-right corner. Click the **Performance** menu item to expand the list. And select the **Development Plans** menu item.

STEP 3. Select **Create New Plan** from the **Options** button in the top-right corner.

STEP 4. Select **Apply Template** “MassPerform Development Plan” under **Actions.**

STEP 5. Under **General Information**, enter a Plan Title and Description.

STEP 6. Under **Development Objectives**, click the **Add Objective** button. The Add Development Objective screen will open where you will enter a title for your development objective.

Select the **Add Development Action** button below and describe one of the actionable steps you will take to complete this development objective in the Description textbox. Select the Activity Type, Due Date, and enter your Progress to date (Progress is on a scale of 0-100). Once complete, select the **Done** button. *Repeat this step for each action needed to achieve your objective.*

Select the **Search for Learning** button below to search for and assign specific trainings to your development objectives. Once you identify a training of interest, select **Add to Objective** link. If desired, you can add multiple trainings to meet the development objective. Once you have added all desired trainings, scroll down to the bottom of the page and select the **Return to Objective** button.

If you would like to add another Development Objective, select the **Save and Return to Plan** button and then repeat step 5. Once you have finished adding your Development Objective(s), select **Save and Return to Plan** button**.**

STEP 7. From the **Create a Plan** page, confirm that your Development Objectives appear. Click the pencil icon in the top-right corner of each Objective to edit if necessary.

STEP 8. In the **Assignment** section select the **Your Team** radio button to create a development plan for an employee. A list of your direct reports will appear. Check the box to the left of the associated employee’s name.

Important: It's crucial to ensure you only select the employee(s) to whom you wish to assign the plan. **Do not** cascade down to any indirect reports. Only select the checkboxes to the left of each direct report to whom you want to assign this new plan. Note: All direct reports, including any bargaining unit or confidential employees, will appear on this list. Only assign plans to your management direct reports who participate in MassPerform.

STEP 9. To save this plan and return later, select the **Save as Draft** button. If finished with the plan, click **Submit Plan** button. Your plan will be visible to your manager to support your Development Check-in conversations.

Note: Development Plans cannot be saved without at least one Development Action or Learning assigned to each Development Objective.

STEP 10. Return to your plan to update your progress or to edit/add new Development Objectives, Actions, or Learning as needed.