

Participant Work Plan

ODOC Succession Planning Staff Development and Leadership Track

Definition of ODOC Succession Planning: A departmental commitment that encourages management/leadership development, builds a talent pool within the department, and ensures leadership continuity. This work plan is designed to provide a general outline to guide and facilitate staff development.

Name:		Division:	
Date:		Supervisor:	

Staff-Person chooses not to participate in Work-Plan Signature of Staff-Person:	
--	--

Participant Development Goal(s):

Action Steps To be determined by the manager and/or work plan committee and participant:

Action	Start Date	Completion Date
<input type="checkbox"/> DOC Mentor Assigned:		
<input type="checkbox"/> Job Shadow(s):		
<input type="checkbox"/> Job rotation:		
<input type="checkbox"/> Participate in ODOC Meetings: Type:		
<input type="checkbox"/> Testify before a Legislative Session: <input type="checkbox"/> <i>Observe a Legislative Session:</i> <input type="checkbox"/> <i>Observe PAC Meeting:</i> <input type="checkbox"/> <i>Observe Community-Based Meeting:</i> <input type="checkbox"/> <i>Other:</i>		
<input type="checkbox"/> Develop and Manage Budget: <input type="checkbox"/> <i>Sit on a Departmental Budget Committee</i> <input type="checkbox"/> <i>Sit on an Institutional Budget Committee</i> <input type="checkbox"/> <i>Spend One (1) Day in Budget Unit</i> <input type="checkbox"/> <i>Other:</i>		
<input type="checkbox"/> Participate on Labor/Mgt Bargaining Team: <input type="checkbox"/> <i>Observe Bargaining Process</i> <input type="checkbox"/> <i>Observe Labor/Management Meeting</i> <input type="checkbox"/> <i>Other:</i>		

<input type="checkbox"/>	Develop Presentation For:		
<input type="checkbox"/>	Represent Department on Outside Committee: Type:		
<input type="checkbox"/>	Lead/Facilitate a Committee: <input type="checkbox"/> <i>Be Assigned to a Committee:</i> <input type="checkbox"/> <i>Observe a Committee Meeting:</i> <input type="checkbox"/> <i>Other:</i>		
<input type="checkbox"/>	Attend Outside Training Session: <input type="checkbox"/> <i>Attend Agency-Sponsored training:</i>		
<input type="checkbox"/>	Sit on Hiring/Selection Panel:		
<input type="checkbox"/>	Other Action Steps:		
<input type="checkbox"/>	Other Action Steps:		
<input type="checkbox"/>	Other Action Steps:		

60 day De-briefs with Manager/Supervisor and/or Work Plan Committee:

Dates:						
--------	--	--	--	--	--	--

Quarterly Follow-up Sessions with other Work Plan Participants:

Dates:						
--------	--	--	--	--	--	--

Comments:

Resources

Work Plan Committee:

HRC:

Training:

Other:

Signatures

Work-Plan participant:		Date:
------------------------	--	-------

Supervisor/Manager:		Date:
---------------------	--	-------

Assistant Director:		Date:
---------------------	--	-------

--	--	--