

INSTRUCTION FOR DEVELOPING AN INDIVIDUAL DEVELOPMENT PLAN/TRAINING NEEDS INVENTORY (IDP)/(TNI)

Human Resources (HR) consolidates training needs from employee's Individual Development Plans (IDPs) on an annual basis. In turn, HR submits Maine's training needs to the National Employee Development Center (NEDC) in order to determine Agency training schedules and to forecast our training budget. All NRCS employees must follow these guidelines to ensure training needs are met.

Each employee must provide a completed Individual Development Plan/Training Needs Inventory (IDP)/(TNI) spreadsheet located on the Maine NRCS Intranet at <http://www.me.nrcs.usda.gov/intranet> under "*Employee Resources*" to the Training Officer at the State Office. All permanent employees are required to use the second tab located in the IDP spreadsheet to record all approved training requests that will incur a cost. This includes FTAs or pre-paid courses available through NEDC. All requests will be submitted to the State Leadership Team and forwarded to the Budget Officer for final approval. Please **email** the completed IDP spreadsheet to Stephanie Landry, Human Resource Assistant/Training Officer at Stephanie.landry@me.usda.gov no later than **July 20th each year**.

Contact Brian Vigue, State Administrative Officer, at 207-990-9567 or email brian.vigue@me.usda.gov for any questions or comments.