DEVELOPMENT ITEMS AND PLANS

Development items are like goals. You can view and update them ad hoc. There are multiple ways to view and update, which are described below.

ACCESS DEVELOPMENT ITEMS

Access development items for you or your team using one of these methods:

- An individual will need to select the Career Application to access the Development reports.
- My Development Items report (for employees) or My Team's Development Items report (for managers)
- Worker's Related Actions > Talent > View Development Items
- Career application > Development Items
- Home page > View > My Teams Development Items > Click on the **Development Items** button next to the name of your employee to **Add**

You can edit or remove ad hoc development items at any time. Track changes to development items with these reports:

- My Development Items Changed in Last Week (Include Delete and Not Applicable) report (for employees)
- My Team's Development Items Changed in Last Week (Include Delete and Not Applicable) report (for managers)

Note: Development items appear in reviews, reports, and tasks per the order value of their status, beginning with In Progress.

INDIVIDUAL DEVELOPMENT PLANS

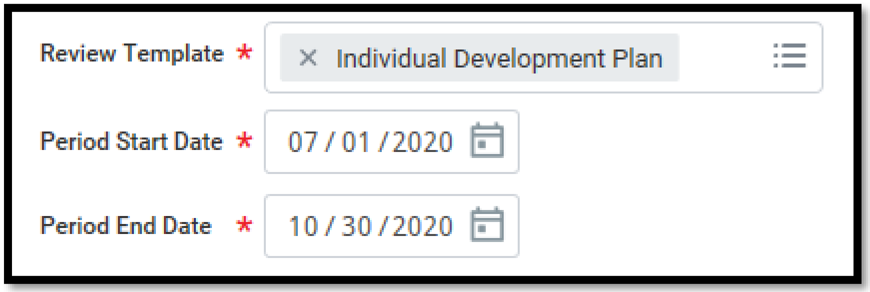
Workday offers different ways to track and measure development items or plans:

- You can use a focused Development Plan template for more complex processes. Either managers or employees can create these.
- Development plans and goals can be updated ad hoc throughout the year.

LAUNCH CAREER DEVELOPMENT PLAN

From the Home page:

1. Search for **My Development Plan** in the search bar, then click on Start **My Development Plan.**
2. Select the **Review Template** called **Individual Development Plan**. Select the **Period Start** and **End Dates**, and then click **Submit**.



3. To add content, click **Open**.
4. Click the **Go to Guided Editor** button for a guided walkthrough of the review process or click **Go to Summary Editor** for a summarized process.
5. Enter any additional details to help complete your plan. When your plan is complete, click **Submit**. The process will be routed to your manager for approval.