

UKG PDP Module

Elements of a Plan

- 1 View or Edit Plan Details**
Click to view or edit the plan goal including a description of what will be accomplished, target completion date, and associated skill or competency.
- 2 Plan Progress**
This bar will track the plan completion. As tasks are added or completed, the progress will update.
- 3 Add a Task**
To add a new task, type the task into the text bar and click "Add Task". When adding tasks, be sure to be specific. Also remember to include a variety of types of tasks to create a well balanced development plan.
- 4 Edit or Complete a Task**
To complete a task, check the box next to it. If you need to edit or delete a task, hover over the task and select the appropriate icon.
- 5 Add or View Comments**
Comments can be added to a plan to help track progress and provide updates. Click here to add or view comments.

Improve ability to build partnerships

Plan Details 1

Description For Jackie's goal of becoming a Sr. Manager, she'll need to develop the competency of Building Partnerships. In the Sr. Manager role, it's critical to be able to navigate meetings with internal and external partners while building trust and rapport.

Planned date June 2025

Associated Skills and Competencies **Building Partnerships**

Tasks • 2 items remaining 2 **33% complete**

Add a Task or [Add a career development opportunity](#) 3

How do you plan to achieve this plan? **Add Task**

- Meet with mentor monthly 4
- Attend "Building Trust" training class

COMPLETED TASKS

- Complete "Your Negotiation Style" self-assessment (08/30/2024)

Comments 5

[Add Comment/View All Comments](#)

Each plan added should be created around one goal and competency that supports the team member's overall development toward a larger goal such as a promotion.