UKG PDP Module

User Guide

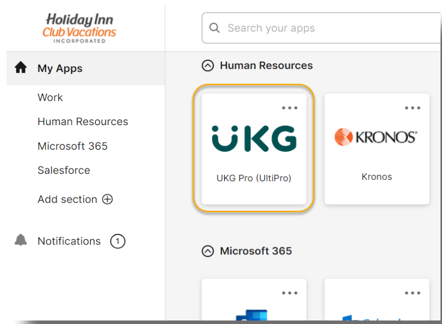
The Personal Development Plan (PDP) is our tool to help our team members develop the skills and competencies needed to be successful in their current roles or prepare them for future growth opportunities.

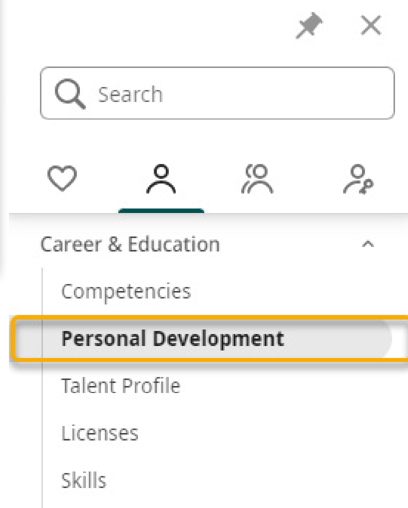
At Holiday Inn Club Vacations, we utilize the PDP module inside UKG. This module helps keep track of all development goals for our team members. This guide explores how to use this module for your team members development.

Accessing the PDP Module

The Personal Development module in UKG can be found under the "Career & Education" section of the UKG menu for your team member.

1. Log in to OKTA and click the UKG tile
2. From the menu on the left, hover over "My Team" and click on "My Employees"
3. Search for your team member
4. Click on the name of your team member and their UKG profile page will open
5. From the menu on the left, go to "Career & Education" and click on "Personal Development"

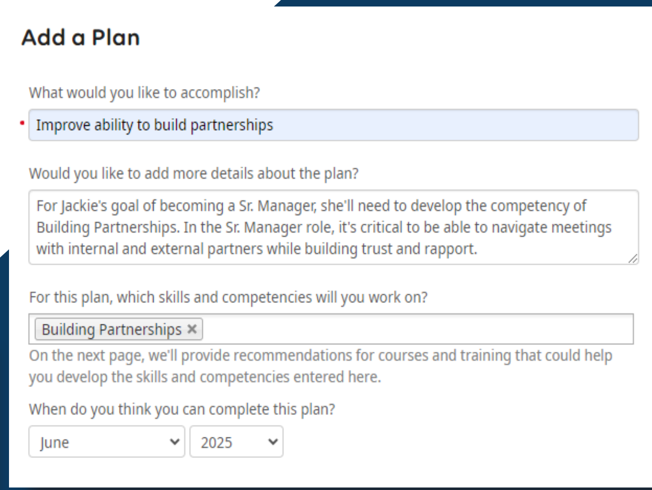


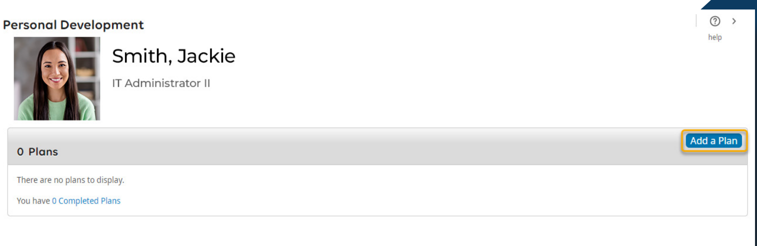


Adding a New Plan

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. Team members can have more than one plan at a time, but remember to set realistic and achievable goals.

1. Click on "Add a Plan"
2. Enter the details of the plan including:
   - The name of the plan
   - A description of what the plan will accomplish
   - A competency or skill for the plan
   - A date for when the plan should be completed





Competencies

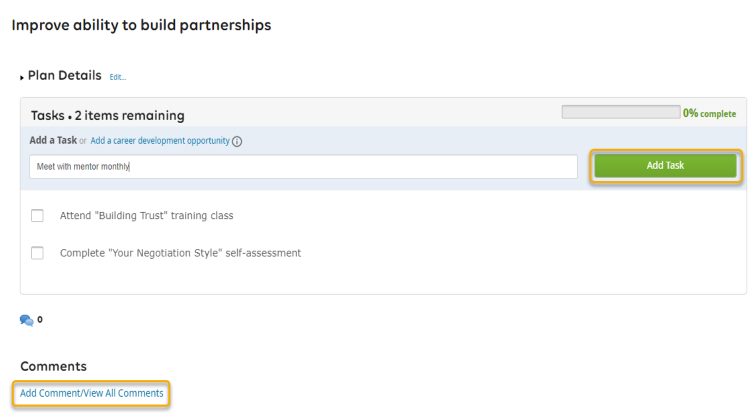
When creating a plan for your team member, consider what their overall development goal is and where they are in the 9-box. If the team member is in the top three boxes of the 9-box they are considered first as potential successors. When creating a plan for a successor, remember to focus on competencies for the succession role or the role they'd be stepping into!

Team Member/ Professional	Leader of People	Functional Leader	Senior Leader	Sales Representative	Sales Manager
• Adaptability • Collaborating • Communication • Customer Focus • Initiating Action • Quality Orientation	• Adaptability • Coaching • Communication • Customer Focus • Decision Making • Earning Trust	• Building Partnerships • Building Talent • Communication • Decision Making • Earning Trust • Guiding Team Success	• Building Organizational Talent • Cultivating Networks • Emotional Intelligence • Entrepreneurship • Establishing Strategic Direction • Selling the Vision	• Advancing Sales Discussions • Compelling Communication • Delivering High-Impact Presentations • Leveraging a Winning Sales Strategy • Sales Negotiation • Sales Persuasion	• Building the Sales Team • Coaching the Sales Team • High-Impact Communication • Leveraging a Winning Sales Strategy • Making Sales Operations Decisions • Motivating the Sales Team

Adding a Tasks to a Plan

Once you've identified a skill or competency for the plan, it's time to select learning strategies to help your team member achieve the goal. A balanced plan contains a variety of learning strategies that don't depend on one type of experience. It's recommended that a blend of activities including formal, social, and practical application are selected to create a well rounded plan.

1. In the Plan Details page, enter the task or action your team member will be responsible for completing and click "Add Task"
2. Add a few additional tasks balancing including a variety of learning strategies and being realistic about what's achievable in the time frame
3. To add or view comments, click "Add Comment/ View All Comments". Enter your comment and click the "Post" button



Complete or Edit Tasks

As your team member finishes the items listed on their plan, either you or the team member can mark tasks as complete and view completed tasks.

1. Navigate to the PDP module and click on the plan title
2. To complete a Task, check the box next to it
3. To edit or delete a Task, hover your mouse over the task. Click the pencil icon to edit the Task or the "x" icon to delete the task