# 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
- 2. From the menu on the left, hover "My Team" and click on "My Emplo
- 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"

| tile       | Holiday Inn<br>Club Vacations                  | Q Search your apps                  |   |  |  |  |  |
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|            | _  |                                     | Career & Education ^  |  |  |  |  |
|            |  |                                     | Competencies  |  |  |  |  |
|            |  |                                     | Personal Development  |  |  |  |  |
|            |  |                                     | Talent Profile  |  |  |  |  |
| round or   | a goal and cou                                 | mpetency that                       | Licenses  |  |  |  |  |
|            | •  | larger goal such                    | Skills  |  |  |  |  |
| ble goal   | s.   | Add a Plan                          |   |  |  |  |  |
| ung.       |  | What would you like to accompli     | sh?   |  |  |  |  |
| n will acc | complish                                       | Improve ability to build partners   | ships   |  |  |  |  |
| olan       |  | Would you like to add more detai    | Would you like to add more details about the plan?  |  |  |  |  |
| uld be co  | ompleted                                       | Building Partnerships. In the Sr.   | For Jackie's goal of becoming a Sr. Manager, she'll need to develop the competency of<br>Building Partnerships. In the Sr. Manager role, it's critical to be able to navigate meetings<br>with internal and external partners while building trust and rapport. |  |  |  |  |
|            |  | For this plan, which skills and cor | npetencies will you work on?  |  |  |  |  |
|            | 0  | > Building Partnerships ×           |   |  |  |  |  |
|            | help   |                                     | On the next page, we'll provide recommendations for courses and training that could help<br>you develop the skills and competencies entered here.   |  |  |  |  |
|            |  | When do you think you can comp      | olete this plan?  |  |  |  |  |
|            | Add a Pi                                       | June 🗸 2025                         | ~   |  |  |  |  |

# **Adding a New Plan**

Each plan added should be created ar supports the team member's overall c as a promotion. Team members can h remember to set realistic and achieval

1. Click on "Add a Plan"

Smith, Jackie ministrator II

Personal Development

0 Plans There are no plans to display ou have 0 Completed Plan

- 2. Enter the details of the plan includ
  - The name of the plan
  - A description of what the plan
  - A competency or skill for the
  - A date for when the plan shou

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

# 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

| 0% complete |
|-------------|
|             |
| Add Task    |
|             |
|             |
|             |
|             |
|             |

| Plan Details te  |              |  |  |  |  |
|--|--------------|--|--|--|--|
|  |              |  |  |  |  |
| asks • 2 items remaining                                       | 33% complete |  |  |  |  |
| dd a Task or Add a career development opportunity ()           |              |  |  |  |  |
| How do you plan to achieve this plan?                          | Add Task     |  |  |  |  |
|  |              |  |  |  |  |
| Meet with mentor monthly                                       | 10           |  |  |  |  |
| Attend "Building Trust" training class                         |              |  |  |  |  |
| OMPLETED TASKS   |              |  |  |  |  |
| Complete "Your Negotiation Style" self-assessment (09/04/2024) |              |  |  |  |  |
|  |              |  |  |  |  |