



IT'S TIME TO SET UP YOUR INDIVIDUAL DEVELOPMENT PLAN!



Each year, between January and March, we begin the planning stage of our **Performance Management cycle**. During this time, we must prepare our **Individual Development Plan (IDP)** to define clear goals and a route to strengthening our professional skills and competencies. The IDP allows us to follow up and evaluate the actions we carry out within the framework of this purpose.

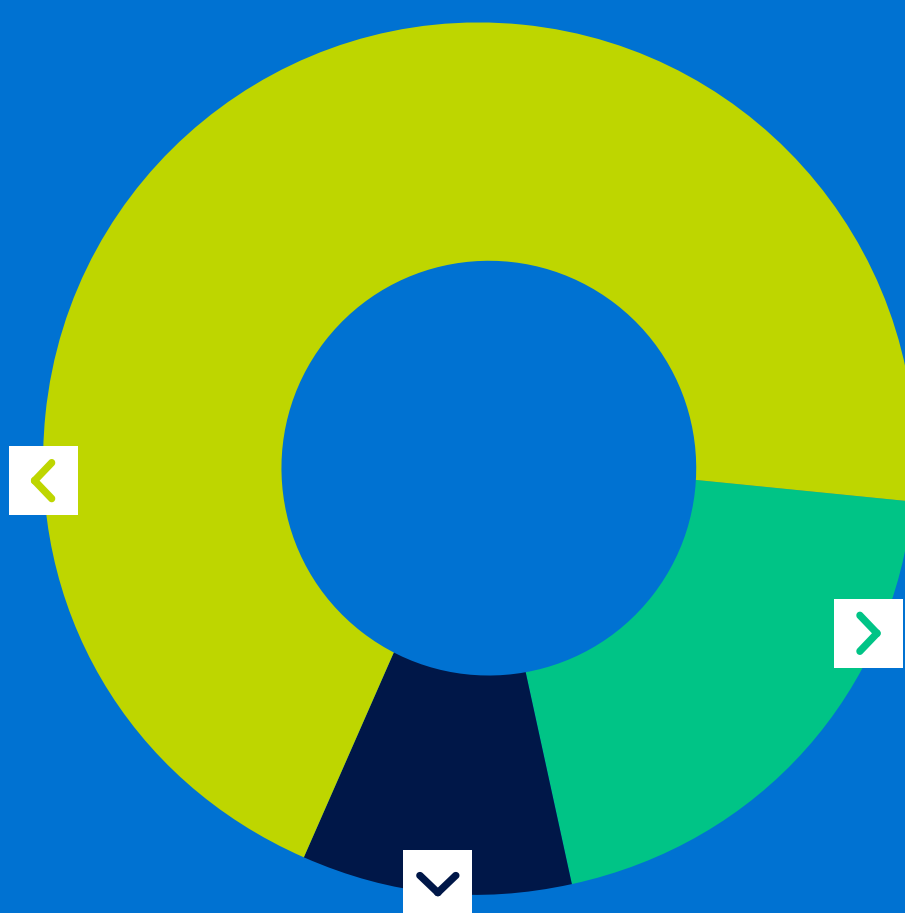


THE IDP IS BUILT ON THE 70-20-10 MODEL

WHAT DOES THIS MEAN?

70%

should be focused on activities you learn through practice and exposure in competitions, projects, and immersions, among other spaces. In other words, **learning by doing**.



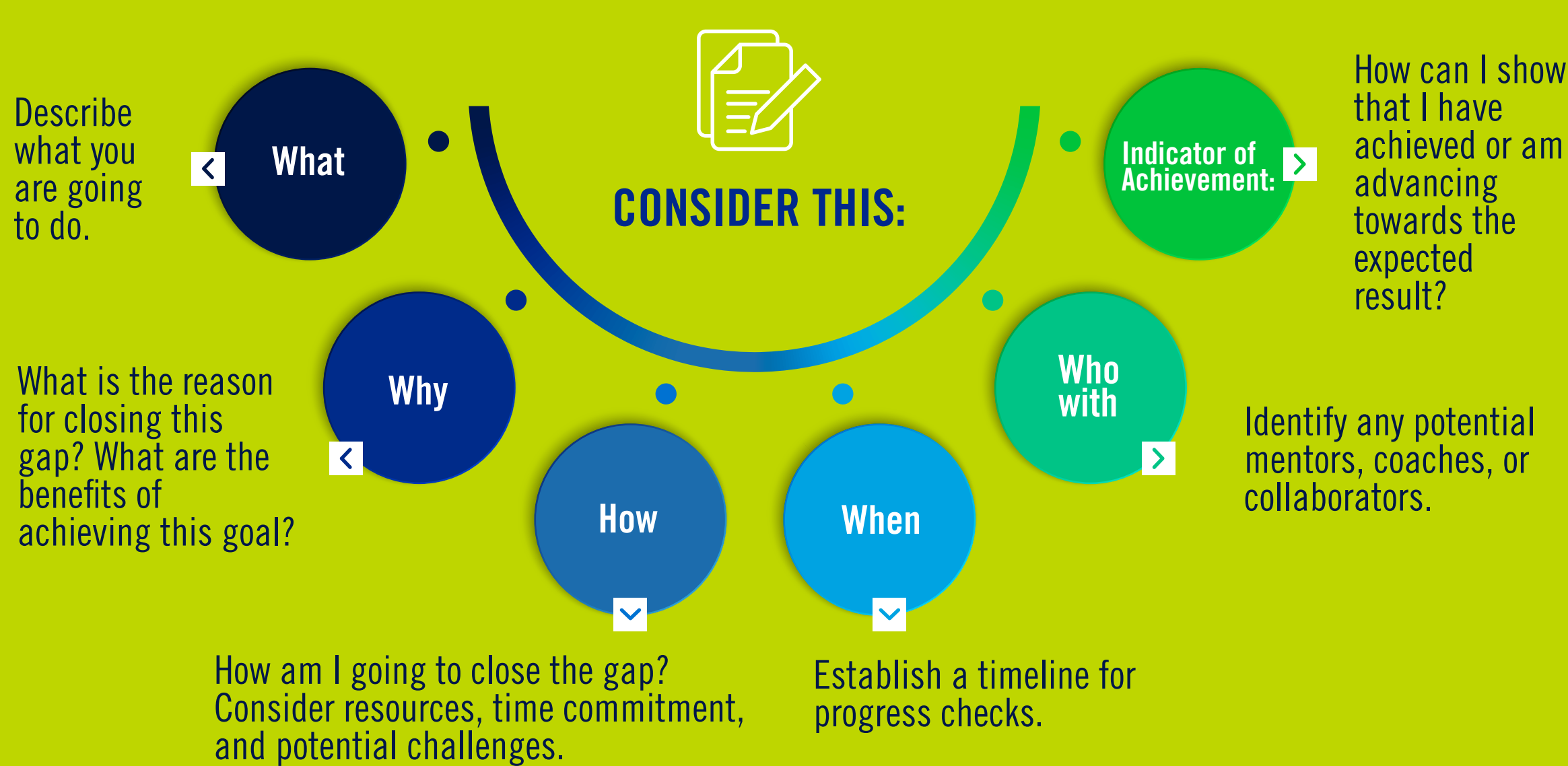
20%

of your IDP actions should prioritize learning through interactions with others, such as seeking **feedback, mentorship, and coaching opportunities**.

Finally, **10%**

of your IDP actions should be focused on activities in which you learn through technical tools such as **courses, readings, podcasts, and webinars**.

HOW SHOULD YOU DEFINE EACH ACTION IN YOUR IDP?



SOME EXAMPLES HOW YOU CAN WRITE YOUR PLAN

Example #1

Actions for 10: Complete the clinkerization module of the operator certification program online course.

Actions for 20: Participate in a mentorship program with a senior clinkerization operator.

Actions for 70: Implement between 35% and 50% of the action plan's recommendations obtained in the audits to support the Process area.

Example #2

Actions for 10: Attend the commercial summit to learn about the latest market trends and challenges in the region.

Actions for 20: Conduct customer visits to four key accounts in the Caribbean region to gather insights into their specific needs and challenges.

Actions for 70: Lead a cross-functional project to develop and implement a new market research program to better understand customer needs and preferences.

Example #3

Actions for 10: Participate in a negotiation skills training program that covers advanced topics such as conflict management in technical and ambiguous situations. Document key learnings and develop a plan to apply these skills within my current role.

Actions for 20: Conduct monthly feedback sessions with my team, peers, union leaders, and relevant stakeholders. Document key insights and learnings from these sessions. Additionally, spend time with an expert to seek inspiration from their best practices.

Actions for 70: Successfully negotiate and document two high-impact agreements this year that demonstrate: collaborative problem-solving in complex situations; effective communication and active listening skills; the ability to manage emotions and build rapport; a focus on finding mutually beneficial solutions.



You must be in the construction of your IDP.

involve your leader

You should schedule a conversation with your immediate leader to present your plan and discuss it together to ensure that it strengthens your professional profile and business strategy.

WHAT IS THE NEXT STEP YOU NEED TO COMPLETE?

- Before January 31st**, design your IDP with concrete actions to help you grow professionally this year.
- No later than February 28th**, facilitate a conversation with your leader to socialize it and enter it into Betterworks.
- At the beginning of each quarter**, you should track your IDP actions and record your progress throughout the year.



Talk to your leader or the Human Resources team if you have questions about this process.