Contents

[Competency Self-Assessment 1](#_bookmark0)

[Complete Your Competency Assessment Task & Create Your Development Plan 1](#_bookmark1)

[Access and Manage Your Development Plan Progress 4](#_bookmark2)

[Competency Assessment Summary 5](#_bookmark3)

[Access Your Competency Assessment Summary at Any Time 5](#_bookmark4)

[Development Plan 6](#_bookmark5)

[Editing Your Development Plan 6](#_bookmark6)

# Competency Self-Assessment

Complete Your Competency Assessment Task & Create Your Development Plan

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| 1. Log into SLU by logging into mybgca.net, click on **Training** and then click on the SLU banner on the Dashboard. |  |
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| 2. From the SLU Home page, click the menu icon at the top right, click to expand the **Home** tab and click on the **Scheduled Tasks** link from the drop-down menu that appears. |  |
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| 3. Click on the task title to access your self- assessment. Your task title will be specific to your BGC role (e.g., Operations Leader, Club Director, Youth Development, etc.) | Graphical user interface, application, Teams  Description automatically generated |
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| 4. Review the Task Instructions and then click  **Continue**. |  |
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| 5. Review the additional information and then click **Begin** to start the assessment. |  |

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| 6. Review each competency behavioral statement (item) and select the rating that best describes your effectiveness for it. | Graphical user interface, text, application  Description automatically generated |
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| 7. After ALL behavioral statements are rated, click on **Submit Assessment** at the bottom of the screen. **NOTE**: If you are interrupted before finishing, click **Save & Return** to preserve your progress. You can reopen  the task later to finish. |  |
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| 8. You are then directed to your Assessment Summary Page. You first see your average ratings by competency Factor (parent category). Click the green or red bar to drill down to view individual competency ratings. Drill down again to view individual item ratings.  A screenshot of a computer  Description automatically generated | |
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| 9. Click **View Assessment Report** if you would like to export your results to a PDF  document. |  |
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| 10. Click the **Display Assessment Summary By**: dropdown selector and click **Recommended Actions** to view development actions and training that are recommended based on your competency ratings. |  |
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| 11. A menu of recommended development actions and training appears, grouped by competency. These recommendations appear depending on each competency’s rating. Review the recommendations and click the checkbox to the left of an item if you wish to add it to your individual development plan. You may choose as many or as few recommendations as you believe appropriate. |  |
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| 12. When you have selected all the recommendations you wish to add to your plan, scroll down to the bottom of the screen and click the **Create Dev Plan** button. This will instantly create a development plan for you. If you later wish to return to this screen and add additional recommendations to your plan, you may. Just follow the same steps. Click **Done** to  exit the screen. |  |
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Graphical user interface, text, application, chat or text message  Description automatically generatedAccess and Manage Your Development Plan Progress

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| 1. You can view and manage the development plan you created at any time in SLU by navigating to **Performance** > **Development Plans** via the main menu icon. |  |
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| 2. If you created your plan from the Competency Assessment Summary Recommended Actions screen, your plan will have the same name as your assessment task. From the Development Plans screen, **Click** on the name of your plan to view its details and manage progress. You can also open it using the **View** link from the dropdown menu. |  |
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| 3. Your plan opens, displaying summary information at the top of the screen, including due date and completion progress percent. From the **Options** menu you can print the plan or edit the plan if needed. |  |
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| 4. Within an Objective, click and drag the **Progress Slider** right or left to update  progress percent of Action Steps. For Training, click the  **View** link to view and request the training, or the **Launch** link to open a course that was previously requested. | Graphical user interface, text, application, email  Description automatically generated |
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| 5. The learning details screen opens in a separate window where you can click **Launch** to begin the training (online courses, videos, etc.) or **Register** for a session if it is instructor-led training. | Graphical user interface, text, application  Description automatically generated |
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| 6. Your learning progress within the dev plan will automatically update to reflect your current status with the training. Your learning transcript will reflect the same status for the training. |  |
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| 7. Click **Add a Comment** to add a comment about an objective or about the overall plan, at any time. Each comment is limited to 5,000 characters. | Graphical user interface, text, application  Description automatically generated Graphical user interface, text, application, chat or text message  Description automatically generated |
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| 8. Click **Upload Attachment** to add supporting documents to your plan at any time. Your plan is limited to 25MB of attached items or 50 files. When one of these limits is reached, you cannot  attach anymore files. | Graphical user interface, text, application, chat or text message  Description automatically generated |
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# Competency Assessment Summary

Access Your Competency Assessment Summary at Any Time

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| 1. You may wish to review your Competency Assessment Summary again at a later time. From the SLU Welcome page, click the menu icon, then **Performance** and click on the **Competency Assessment Summary** link from the drop-down menu that appears. |  |
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| 2. To view the assessment summary, click on the **View** icon | Graphical user interface, text, application  Description automatically generated |
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| 3. You are then directed to your Assessment Summary Page. You first see your average ratings by competency Factor (parent category). Click the green or red bar to drill down to the competency level. Drill down again to view individual item ratings.  A screenshot of a computer  Description automatically generated | |
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| 4. Click on the **View Assessment Report** link to view and download the **Individual Competency Ratings Analysis** PDF. | A picture containing text  Description automatically generated |
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| 5. Use the drop-down menu to view your competency strengths and development areas, and to view recommended development actions that are based on your average competency ratings. **Recommended Actions** can be selected and added to a development plan. | Graphical user interface, text, application  Description automatically generated |

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| 6. Choose ‘Recommended Actions’ from the drop-down menu and a menu of recommended development actions and training appears, grouped by competency. Click the checkbox next to items you wish to add to a development plan. If you previously created a plan from this screen, you can add additional items to it from here. |  |
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| 7. When you have selected all the recommendations you wish to add to your plan, scroll down to the bottom of the screen and click the **Create Dev Plan** button. This will instantly create a development plan for you or add the items to your existing plan. If you later wish to return to this screen and add additional recommendations to your plan, you may. Just follow the same steps. Click **Done** to exit the screen. | Graphical user interface, text, application, email  Description automatically generated |

# Development Plan

Editing Your Development Plan

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| 1. After creating your development plan from the Competency Assessment Summary Recommended Development Actions, you may wish to make changes to it. Navigate to **Performance** > **Development Plans** via the main menu icon. |  |
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| 2. From the Development Plan screen, find your existing plan (the name will be the same as your competency task), and click **Edit** from the dropdown selector. |  |

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| 3. Your plan opens, showing instructions at the top. You may change the **Plan Title** if you wish. |  |
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| 4. Further down the screen, one or more **Development Objectives** appear, and each will have one or more action items and/or training items. Click the **Edit** icon to the right of the objective title if you wish to add, edit, or remove items from that objective. You can also click the **Add Objective** button if you wish to add a new development objective. |  |
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| 5. When editing an objective, there are multiple options. You can change the **Objective Title**, or change the objective **Category** via the drop- down selector. In addition to adding additional actions or training to the objective, you can change **Due Dates** for items, delete items and edit the details of Action Steps. Click the **Pencil** icon to edit an item. Click the **X** to delete an item. |  |
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| 6. When editing a **Development Action**, you can change the **Description**, change the **Activity Type** via the drop-down selector, change the **Due Date** or update the progress percentage by entering a number between 0 and 100. Click **Done** to save changes and return to the **Objective**. |  |
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| 1. There are three options for adding items to an Objective:    1. **Search for Learning** (search for training by title or keyword)    2. **Browse Recommended** (add recommended training from a past assessment)    3. **Add a Development Action** of your own design (text entry) |  |
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| 8. Click the **Browse Recommended** button to find and add development actions and training recommended from your competency assessment. (This is an alternative approach to adding recommended items from the Competency Assessment Summary screen.) |  |
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| 9. From the Recommended Learning & Development Actions screen, *untick* the **Competency Model** and **Continue Learning** checkboxes to limit choices to assessment recommendations. Scroll through the Youth Development Professional Self-Assessment carousel to find and add appropriate action items and/or training to your objective. Scroll the carousel to the right using the arrow to see more choices. Click **Add to Objective** to add an item to your plan. |  |
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| 10. When finished adding items to your objective click the **Return to Objective** button at the bottom right of the screen. |  |
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| 11. The items you add appear in the Learning and Development section of your objective. Adjust due dates as needed. Click the edit icon for action items if you want to adjust or add to the wording. If you are done adding objectives, click **Save and Return to Plan**. If you need to add another objective click **Save and Add Another** and repeat steps to define new objectives and add development and training to them. |  |
| 12. **Note**: If appropriate, you can also search for learning to add to your objective via key words, subject, etc., or add your own free form development actions. |  |
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| 13. When adding your own Development Action, type a sentence that describes the action you will take, update the Activity Type and Due Date if needed and click **Done**. |  |
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| 14. When Searching for Learning to add to an objective, you can search by keyword, and filter results by training type and/or subject. To add a training to your plan, click the **Add to Objective** link that appears below its title. When finished adding training, click **Return to Objective** at the bottom right of the screen. |  |
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| 15. When finished editing your plan, click **Submit Plan**. The button reads ‘Submit’ rather than  ‘Save’ because sometimes changes to plans need approval from a manager, etc., though that is not currently the case. |  |
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| 16. Your revised plan appears on the main Development Plan screen. Click on the plan name to view it and manage progress. Using the drop-down selector on the right, you can also edit, print, or cancel the plan, as needed. |  |
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