4. Development Items

✅ *Formerly known as Development Plan*

- Development Framework

- How To Access

- Add

- Update and Delete

Development at Baxter

- A **shared responsibility** between managers and employees

- A **process over time**...not just an annual event

- **Focused on goals** important to both employees and managers at Baxter

- Achieved through **work experiences, feedback and relationships** and **training**

- Comprised of **long-term career aspirations** and **short-term development goals**

- At least one of the **monthly A.C.E. Check-ins must be focused on development**

ACE
Align. Check-in. Execute.

70% WORK EXPERIENCES   **20%** FEEDBACK/ RELATIONSHIPS   **10%** TRAINING

Job Experiences %70	Relationships %20	Classroom / Content %10
Project assignments	Coaching/ Mentoring	Class room instructor-led
Job rotations	Sponsorship	E-learning/webinars
Action learning	Networking	Assessments/360s
Stretch assignments	Collaborative activities	
On-the-job learning projects		
Community experience		

Two ways to **Access** your **Development Items** ✅

(known in BaxTalent as Development Plan)

Main Access:

Worker Profile > Performance > Development Items
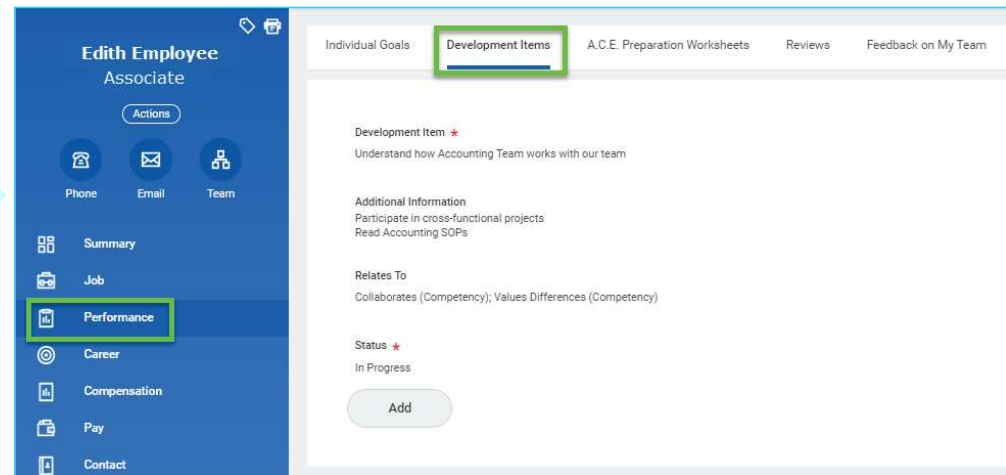
- Or -

Shortcut:

Talent and Performance **Application** > Development Items

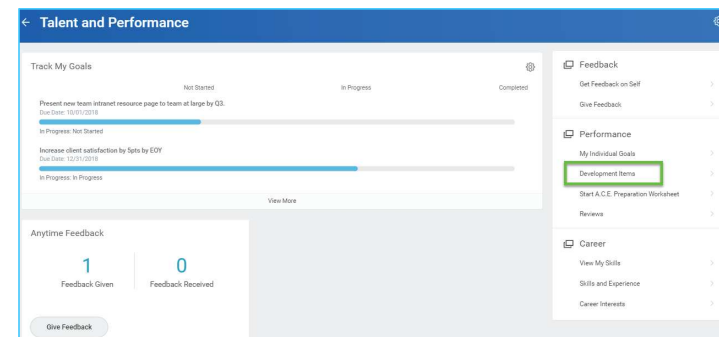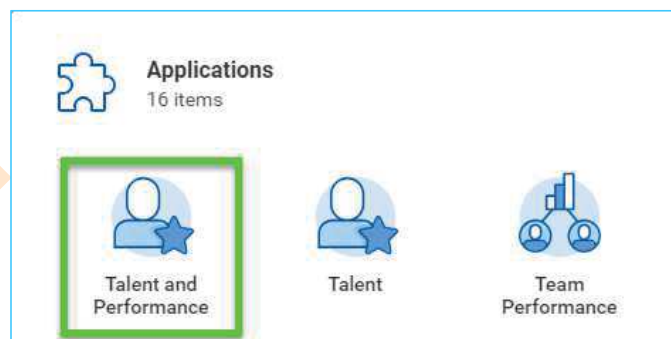# Development Items: **Add** (Create)

How To Add

1. Click **Add**.
2. Enter a **Development Item**. *Required*
3. Enter **Additional Information**.
4. Select a **Relates To** item.
5. Select a **Category**.
6. Enter a **Start Date**.
7. Select a **Status**. *Required*
8. Enter a status **Note**.
9. Click the **Checkmark**.

* Repeat steps 1-9 for multiple items.

My Development Items
Edith Employee (Actions)

Add **1**

Development Item *
2

Additional Information
Format | B I U A ~ | ≡ %
3

↶ ✓
9

Relates To
≡ **4**   ★

Category
≡ **5**

Start Date
MM / DD / YYYY 🗓 **6**

Completion Date
MM / DD / YYYY 🗓

Status *
≡ **7**

Status Note
8

> Details

Add

Category:
- Work Experience (70%)
- Feedback & Relationships (20%)
- Training (10%)

Status:
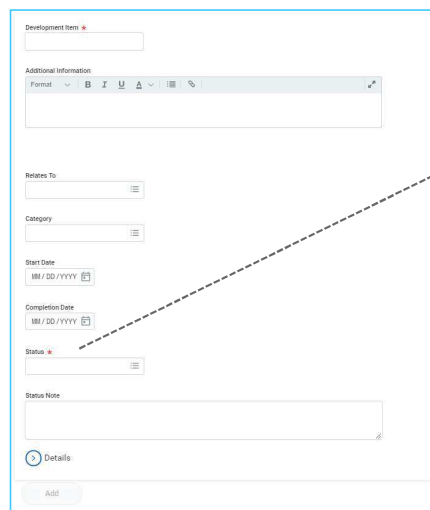- In Progress
- Not Started
- Completed
- Cancelled

**TIP:**
Use the **Relates To** field to link the Development Item to a <u>Baxter Leadership Competency</u>
-or-
to a <u>Core Experience</u>

Development Items do not require approval.

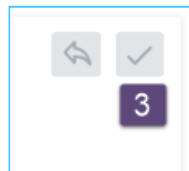# Development Items: **Update** and **Delete**

How To Update

1. Click the **edit icon** to update a development item.
2. Update the development item, where applicable. *Development Item* and *Status Required*
3. Click the **Checkmark** to save.
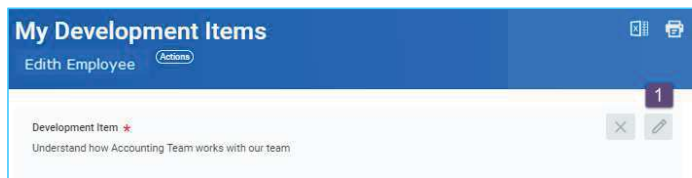
Status:
- In Progress
- Not Started
- Completed
- Cancelled

How To Delete

1. Use the **X** icon
2. All development item components will display a **red X**
3. Navigate away from the page and the development item will be removed.

4. Use the undo icon to restore the development item.