

Upward Mobility Program

Individual Training and Development Plan

U.S. Department of Housing
and Urban Development
Office of Administration

Participant _____

Entry Position (Title, Series and Grade)		Target Position (Title, Series and Grade)		Maximum Grade Potential
Length of Training	Beginning Date	Target Completion Date		

I. Participant's current skills, knowledge, and abilities.

II. Additional skills, knowledges, and abilities required to perform in the target position.

III. Elements of Training

A. Orientation	Completion Dates
Overview of Upward Mobility	
Organizational structure, mission, and goals	
Trainee responsibilities/requirements	

B. On-the-job Training (including Rotational Assignments)

C. Formal Training

D. Self-Development (including required reading)

IV. Statement of Understanding. This constitutes the Upward Mobility Training and Development Plan between the Department of Housing and Urban Development and the Trainee. Contents of this Plan represent projected assignments, training, and education which the Trainee is to satisfactorily complete to qualify for the target position.

V. Acceptance and Approval (each of the persons shown below must sign and date this Plan)

Participant	Date
Supervisor	Date
Personnel Representative	Date
Program Coordinator	Date
Training Representative	Date