

# It's Time to Complete Your Next Individual Training Needs Assessment (ITNA)!



## Review Your Existing Individual Development Plan (IDP) in E-Track

Review with your supervisor anything that didn't get addressed. If these needs are still valid, note the competency numbers so you can re-select them in your new ITNA. (To print a summary of your IDP, click the green IDP tab from the top E-Track menu, then click the printer icon to the left of your IDP title.)

Your RTC will close your existing IDP when they create your new one. You'll be able to see (not edit) your old IDP in your E-Track history.

Log into E-Track: <https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>



## Gather Your Thoughts

Spend some time discussing with your supervisor:

- Areas where you or your unit struggle
- Emerging populations or issues with which you need to develop competence
- New responsibilities you've acquired requiring new knowledge and skill

Add these to the list of any carryover competencies from your previous IDP and keep it handy while completing your new ITNA.



## Complete a Quality ITNA

Set aside an hour with your supervisor to focus on completing your ITNA. The more seriously you take the process, the stronger your resulting development plan.

Remember, the better prepared you are to do your job, the better services you provide to your agency and ultimately to the kids and families you serve.

Start Your ITNA:

[www.ocwtp.net/itna\\_idp.html](http://www.ocwtp.net/itna_idp.html)

