

Individual Development System

The screenshot shows the My JCCC portal interface. At the top left is the My JCCC logo. Below it, a navigation bar contains links for Content/Layout, Welcome Edward R Lovitt (with a sub-link 'You are currently logged in.'), and utility icons for e-mail, calendar, groups, logout, and help. A secondary navigation bar includes tabs for My JCCC, EASI, My Courses, My Finances, JCCC Applications (which is highlighted), and Sample. The date September 7, 2006 is displayed on the right. The main content area is divided into two sections: an 'Application Menu' on the left and a 'Welcome to the JCCC Applications Tab' message on the right. The Application Menu lists 'General' (with sub-links for CDS, Individual Dev. System, Network Password Utility, Online Access Requests, and WebVPN) and expanded categories for Human Resources and Student. The welcome message instructs users to select an application from the menu and provides contact information for the System Administrator.

**Login into My JCCC portal. Then select the JCCC Applications Tab.
Open the General option and select Individual Dev. System.**

The screenshot displays the Individual Development System interface. At the top left is the JCCC logo. Below it, a navigation bar contains tabs for Home, Individual Goals, Individual Accomp., Resources, Instructions, and Logout. The main content area is divided into two sections: a user information section and a descriptive text section. The user information section lists: Name: Edward Lovitt, Job Title: Technical Training Coordinator, Supervisor: Judy Korb, Email Address: elovitt@jccc.edu, Location - Box: GEB 201 - Box 43, and Extension: 3975. The descriptive text section contains two paragraphs: 'This Individual Development System offers you a means to analyze your own development needs, set specific short- and long-term goals, and decide which opportunities best meet those needs and goals.' and 'Since the promotion of lifelong learning is one of the goals of JCCC, it supports your continued growth efforts. Your Development Plan will also assist your immediate supervisor in supporting your development. Information shared may result in budget decisions at the program, division or staff development levels.' At the bottom, a footer contains contact information for Ed Lovitt and a copyright notice for Johnson County Community College.

The various tabs in the Individual Development System provide tools for assisting completion of your Individual Development Plan (IDP). Additional Resources and Instructions are available for answering questions.

Individual Goals

Establishing goals is a key component in the Individual Development System. One of the first steps in creating a goal requires reflection and self-assessment. Both the Professional and Personal Development sections provide areas for identifying additional resources needed and space for estimated target dates.

The Individual Goals tab also includes a Goal Checklist to assist in writing S.M.A.R.T. goals. Additional links provide access to Strategic Goals and Objectives identified by JCCC that may assist in building individual goals.



Name:	Edward Lovitt	Email Address:	elovitt@jccc.edu
Job Title:	Technical Training Coordinator	Location - Box:	GEB 201 - Box 43
Supervisor:	Judy Korb	Extension:	3975

[Home](#)[Individual Goals](#)[Individual Accomp.](#)[Resources](#)[Instructions](#)[Logout](#)

Individual Goals

[Self-Assessment](#)

(Self-Assessment is a process by which you learn more about yourself -- what you like, what you don't like, and how you tend to react to certain situations)

[Professional Development](#)

(Skills, Activities and Experiences designed to improve Professional Effectiveness)

[Personal Development](#)

(Skills, Activities and Experiences designed to improve your personal life)

[Employee Comments](#)

(This comment section provides opportunity to add additional comments for your IDP)

[S.M.A.R.T. Goal Checklist](#)

(Establishing goals creates a written plan for reasonable and measurable long-term and short-term Objectives. Be sure your goals are your own - not what you feel others think you should do. They should be S.M.A.R.T.)

[JCCC Strategic Goals and Objectives](#)

(Goals and Objectives created by the strategic planning process at JCCC. Also provides a list of individual initiatives for many of the departments)

[Print My Completed IDP](#)

This link will provide a compiled list of all the above goals. This form may be printed for signatures and collection by the Staff & Organizational Development Office.

Contact Ed Lovitt by email at elovitt@jccc.edu, or call (913) 469-8500 ext. 3975 for additional information or assistance.
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Individual Accomplishments

The Individual Development System provides the opportunity for individuals to collect their individual accomplishments. This process helps with goal setting and provides a location to log or post completed goals and objectives.

Some individuals use this tool to collect accomplishments used in portfolio building and also to assist in submitting items for "First, Best, Most, Only Recognition.



JCCC

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Home

Individual Goals

Individual Accomp.

Resources

Instructions

Logout

Individual Accomplishments

[Education](#)

(Include Degree Type, School or University, Location, and Date Achieved)

[Training & Certification](#)

(Include any Training or Special Endorsements, Date certified)

[Professional Background](#)

(Include any Employment Positions with Title, Employer, Location, & short description of responsibilities)

[Committees](#)

(Include any JCCC Committees)

[Memberships](#)

(Include any Professional or Personal Memberships)

[Presentations](#)

(Include in either APA or MLA format, Name, Date, Title, Location)

[Publications](#)

(Include in either APA or MLA format, Name, Date, Title, Location, Publisher)

[Awards](#)

(Include any Professional or Personal Awards or Honors)

[Print My Accomplishments](#)

This link will provide a List of Education, Training, Professional Background, Committees, Memberships, Presentations, Publications, and Awards)


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Resources

The Resources tab provides links to both Professional and Personal Development Opportunities here at JCCC. Many of these opportunities are free of charge and are provided for all employees at JCCC.

Self-Assessment and Additional Recourses assist individuals with setting goals and identifying assistance outside the Staff Development office and with other consortiums connected with JCCC.

 JCCC					
Name:	Edward Lovitt	Email Address:	elovitt@jccc.edu		
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Home	Individual Goals	Individual Accomp.	Resources	Instructions	Logout
Resources					
Self-Assessment Resources		(Partial Listing of Self-Assessment Resources)			
Professional Development Resources		(Partial Listing of Professional Development Resources)			
Personal Development Resources		(Partial Listing of Personal Development Resources)			
Additional Resources		(Partial Listing of Additional Resources)			
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My Employees

The My Employees Tab provides direct access to employees who report directly to you and provides the ability to print the IDP for your review.

https://banweb.jccc.net - JCCC - Individual Development System - Microsoft Internet Explorer

JCCC

Name: Judy Korb Email Address: jkorb@jccc.edu
Job Title: Dir. Staff & Org. Dev. Location - Box: GEB 238 - Box 43
Supervisor: Susan Lindahl Extension: 3735

Home **My Employees** Individual Goals Individual Accomp. Resources Instructions Logout

My Employees

	Employee Name	Title
IDP	Michael Beene	Faculty Dev. Coord.
IDP		
IDP	Sally Gordon	Admin. Asst. II
IDP	Edward Lovitt	Technical Training Coordinator
IDP	Cathy Misenhelter	Staff & Org Dev. Coord.

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Note:

Employees have the flexibility to remove from supervisor view specific goals.

Target Date

JAN 1 2008

Allow Supervisor to view this Short-Term Goal?

Save Short-Term Goal

Individual Development System - http://www.jccc.net/home/depts/003100/site/formlist/fac_forms_list/IDP

The individual development system allows both faculty and supervisors to work together to identify common goals and career objectives.

JCCC SMART Goals - http://www.jccc.net/home/depts/003100/site/formlist/fac_forms_list/IDP/goals

This Weblink provides a list of requirements to assist in creating goals.

Goal Setting Resource (Top Achievement) - <http://www.topachievement.com/>

Top Achievement's online Goals Setting and Achievement system helps you set and achieve your goals with a fun and easy to use system. We have teamed up with MyGoalManager.com which is a powerful, step-by-step online system that automates simple time tested techniques to help you:

My Goals.Com - <http://www.mygoals.com/>

This website has a list of both goals and action plans. Additional items can be purchased from this site.

Goals: Free Tutorial & Top Resources - <http://www.about-goal-setting.com/>

Step through this tutorial in about 20 minutes and get a good overview of the main aspects of goal setting.

Monarch Success (Podcast) - <http://www.podcast.net/show/58174>

Monarch Success Podcast - Happiness - Growth and Goal Setting

Motivation on the Run (Podcast) - <http://www.podcast.net/show/25518>

Motivation on the Run

Training for Success (Podcast) - <http://www.podcast.net/show/62340>

Without goals, a roadmap, to help you get where you want to go, you will not be able to do, be or achieve what you dream about

ZPRO 100 - Goal Setting						
This is a great opportunity to look at ways to set your personal and professional goals. Explore the Individual Development Plan (IDP) process and what JCCC offers you for your own development.						
CRN Info	Section	Days	Time	Location	Date	Instructor
30166	002	--W----	01:00-02:59 PM	GEB 240	10/11/06	Lovitt E
30167	003	---R---	10:00-11:59 AM	GEB 240	11/30/06	Lovitt E
30172	004	----F--	02:00-03:59 PM	GEB 240	02/16/07	Lovitt E
30175	005	--W----	06:00-07:59 PM	GEB 240	03/14/07	Lovitt E
30179	006	----F--	10:00-11:59 AM	GEB 240	04/20/07	Lovitt E