



# How to create a new PDP for 2021

## Step 1:

On the Welcome screen of ESAGLearningZone, click the menu button at the upper right corner and select **Learn** → **Personal Development plans**.

The screenshot shows a web browser window displaying the ESAGLearningZone learner home page. The page features a teal header with the ESAGLearningZone logo and the tagline "Grow. Lead. Inspire.". Below the header, there is a user profile section for Enrico Quiogue Sayo, a Senior Learning & Development Executive. The profile includes a circular profile picture, a search bar, and statistics: 37 Completions, 172 Hours, and 8 Badges. The main content area has a purple and teal background with the text "A modern way to learn" and "Access over 14,000 engaging online courses and videos taught by real world experts with industry experience." A "Continue learning" section is visible at the bottom. On the right side, a dropdown menu is open, showing options: Home, Learn (expanded), View your training records, Browse for Training, Classroom Training Calendar, Personal Development plans (highlighted with a green box and a green arrow), Interests and Waitlists, Playlists, Exemption tracking, Express Class, Add external training, and Manager Delegation. The browser's address bar shows the URL "algunrtalent.csod.com/ui/lms-learner-home/home?tab\_page\_id=-200300006&tab\_id=-1". The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the time "1:22 PM" and date "9/28/2020".

## Step 2:

Click **Create New Plan** to create a new PDP.

**Important:** A new PDP must be created for 2021 and select that as your primary plan. Ensure that you do not add any new development objectives in past year PDPs.

The screenshot displays the ESAG LearningZone interface for managing Personal Development Plans (PDPs). The user is logged in as Enrico Quiogue Sayo. The page title is "Personal Development Plan".

**Primary Plan**

- PDP 2020**
- Due date : 31/12/2020 Status : Pending completion approval Created : 26/11/2020
- 100% COMPLETE

**Other plans**

Sort by: Create Date  Display cancelled plans  Hide completed and overdue plans

- PDP 2020** Draft
- Due date : 31/12/2020 Status : Draft Created : 18/02/2020

A green arrow points to the "Create New Plan" button in the top right corner of the main content area.



## Step 4:

Scroll down and click the *Add Objective* button to add your learning objectives.

The screenshot shows a web browser window with the URL `algunrtalent.csod.com/ui/devplans/blueprints/add`. The page header includes the ESAG LearningZone logo and navigation icons. The main content area is titled "Development objectives" and contains a message: "There are no development objectives. Would you like to add one?". A green arrow points to a button labeled "Add Objective". The Windows taskbar at the bottom shows the time as 1:24 PM on 9/28/2020.

## Step 5:

Type a title for your learning objective and indicate the *Category* that best describes this objective. Next, click the **Search for learning** button to search for available courses.

The screenshot shows a web browser window with the URL `alгурtalent.csod.com/ui/devplans/blueprints/add/objective/-1`. The page header includes the ESAG LearningZone logo and navigation icons. The breadcrumb trail is: `Snapshot > Dev Plans List > Create a plan > Add development objective`. The main heading is "Add development objective" with a sub-heading: "Development Objectives represent what you need to learn or do in order to complete your development plan."

The form contains the following elements:

- Objective title:** A text input field containing "Develop my communication skills". A green arrow points to this field.
- Category:** A dropdown menu with "Professional" selected. The dropdown list is open, showing options: "Select...", "Leadership", "Regulatory", "Professional" (highlighted), and "Technical". A green arrow points to the dropdown.
- Search for learning:** A button with the text "Search for learning". A green arrow points to this button.
- Add development action:** A button with the text "Add development action".

Below the buttons, there are two columns of text:

- Under "Search for learning": "Find learning opportunities to help you achieve your objective."
- Under "Add development action": "Create your own actions to make your objective happen."

The Windows taskbar at the bottom shows the search bar, system tray, and the date/time: 1:25 PM, 9/28/2020.

## Step 6:

Type the name of the course in the search field and press the **Enter** key. You can select as many courses as you wish by clicking the **Add to objective** button below the name of the course.

The screenshot shows a web browser window with the URL `algunrtalent.csod.com/ui/devplans/blueprints/add/objective/-1/trainingsearch`. The page header includes the ESAG LearningZone logo and navigation icons. The main heading is "Add learning to new objective". Below this is a search input field containing "Communication skills", highlighted with a green border and a green arrow pointing to it from the left. Underneath the search field, it says "1384 results". On the left side, there are filter options for "TYPE", "TOPIC", and "DURATION". The main content area displays four search results, each with a thumbnail image, a title, and an "Add to objective" button. The first result is an "Event" titled "Effective Communication Skill", with its "Add to objective" button highlighted by a green arrow pointing to it from the left. The other three results are "Online course" items: "Communication Skills for Service Technicians", "Tech Soft Skills: Effective Technical", and "The Key to Good Communication: You".

## Step 7:

You can use the filter option on the left to refine your search. Selecting 'Event' will show available classroom and virtual workshops, while 'Online course' will show available LinkedIn Learning courses.

The screenshot displays the ESAG LearningZone interface for adding learning to a new objective. The search term is "Communication skills", resulting in 1379 results. A filter menu on the left is open, showing the following options:

- TYPE
  - Curriculum
  - Event
  - External content
  - Material
  - Online course
  - Test
  - Video
- TOPIC
- DURATION

The search results are displayed in a grid format:

- Event: Effective Communication Skill** - Add to objective
- Event: Communication Skills for Service Technicians** - Add to objective
- Online course: Tech Soft Skills: Effective Technical** - Add to objective
- Online course: The Key to Good Communication: You** - Add to objective

The Windows taskbar at the bottom shows the system time as 1:17 PM on 10/1/2020.

## Step 8:

Once you have added all your preferred courses, scroll down and click the *Return to objective* button.

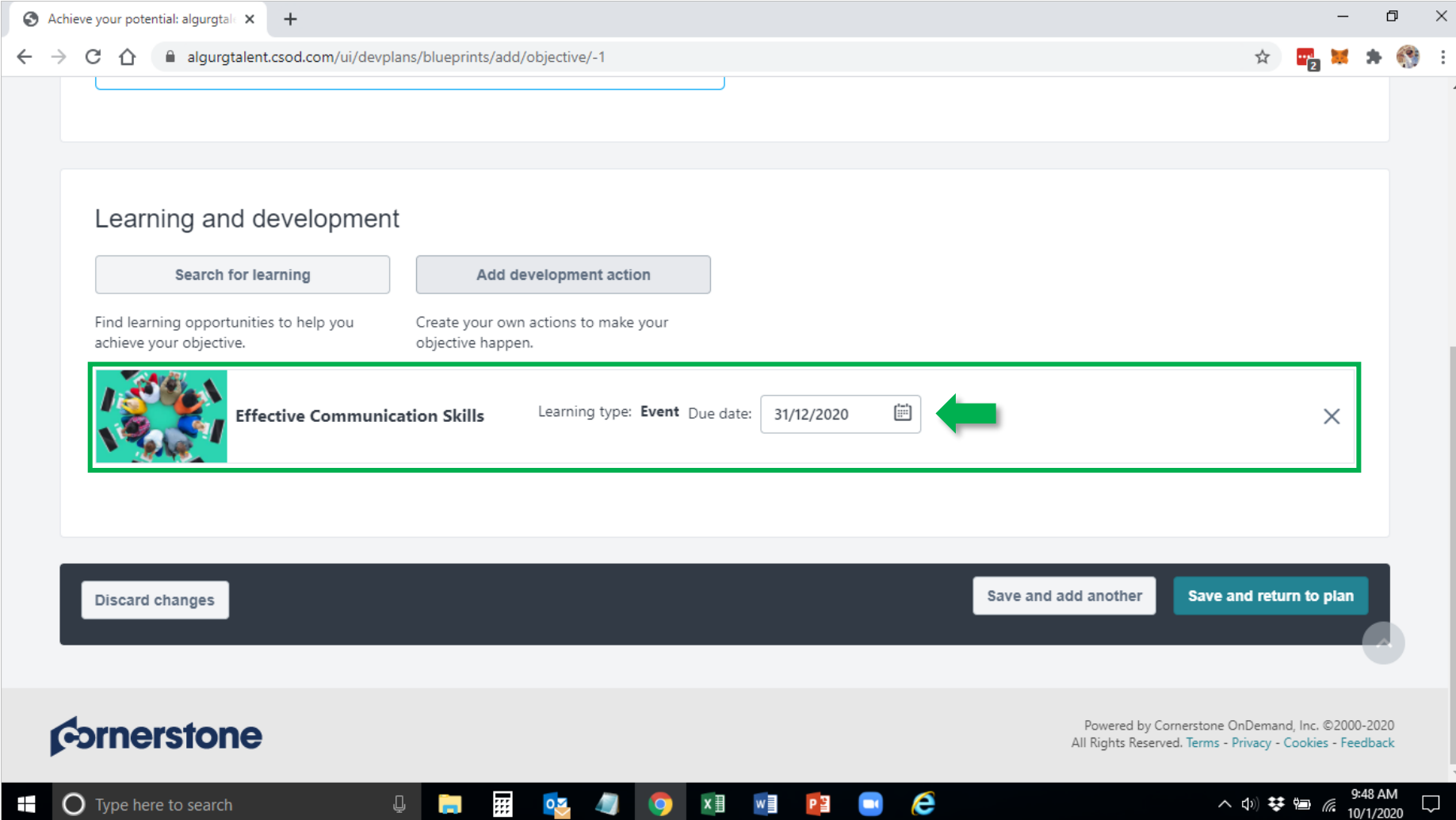
The screenshot shows a web browser window with the URL `alurgtalent.csod.com/ui/devplans/blueprints/add/objective/-1/trainingsearch`. The page displays a grid of course cards, each with an 'Add to objective' button. The visible course titles are:

- Changeement et communication
- La communication interpersonelle
- High-Stakes Communication
- Project Management Foundations:

At the bottom of the page, there is a dark bar containing two buttons: 'Discard selections' on the left and 'Return to objective' on the right. The 'Return to objective' button is highlighted with a green rectangular box, and a green arrow points to it from the right side of the screen. Below the main content area, the Cornerstone logo is visible on the left, and the text 'Powered by Cornerstone OnDemand, Inc. ©2000-2020 All Rights Reserved. Terms - Privacy - Cookies - Feedback' is on the right. The Windows taskbar at the bottom shows the time as 9:47 AM on 10/1/2020.

## Step 9:

All the courses you have added will now show in this screen. You can adjust the **Due date** of each learning objective as necessary, or leave it as is.



The screenshot shows a web browser window with the URL `algrgtalent.csod.com/ui/devplans/blueprints/add/objective/-1`. The page is titled "Learning and development" and contains two main buttons: "Search for learning" and "Add development action". Below these buttons, there are two instructions: "Find learning opportunities to help you achieve your objective." and "Create your own actions to make your objective happen." A list of learning objectives is displayed, with one entry highlighted by a green border and a green arrow pointing to its due date field. The entry is "Effective Communication Skills" with a learning type of "Event" and a due date of "31/12/2020". The due date field is a text input box with a calendar icon to its right. At the bottom of the page, there are three buttons: "Discard changes", "Save and add another", and "Save and return to plan". The footer of the page includes the Cornerstone logo and the text "Powered by Cornerstone OnDemand, Inc. ©2000-2020 All Rights Reserved. Terms - Privacy - Cookies - Feedback". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

**Step 10:**  
Click the *Add development action* button.


Achieve your potential: algurgtal: x +

algurgtalent.csod.com/ui/devplans/blueprints/add/objective/-1

### Learning and development

**Search for learning** **Add development action**

Find learning opportunities to help you achieve your objective. Create your own actions to make your objective happen.

 **Effective Communication Skills** Learning type: **Event** Due date: 31/12/2020

**Discard changes** **Save and add another** **Save and return to plan**

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Type here to search

9:48 AM  
10/1/2020

## Step 11:

Development actions are skills or behaviours that you would like to start, stop, or continue doing in relation to your learning objective. You can also select 'External Training' under **Activity type** to add learning objectives that are not available as a classroom or online course. Click the **Done** button when complete.

**Development action**

Description\*

Start being more assertive in my communication

Activity type

Learn from experience

Due date\*

31/12/2020

Progress

0

**Note:** The completion status of a Development action needs to be manually updated in this field. Enter a percentage (%) to indicate your progress. (Ex. 25%, 50%, 75%, 100%). For a new PDP, leave this field as-is.

Cancel Done

Save and add another Save and return to plan

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Type here to search 9:50 AM 10/1/2020

## Step 12:

The development action that you have added will now show in this screen. You can add more courses or development actions as you wish by clicking the respective buttons. Once you are done, click the **Save and return to plan** button.

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alгурtalent.csod.com/ui/devplans/blueprints/add/objective/-1

### Learning and development

**Search for learning**   **Add development action**

Find learning opportunities to help you achieve your objective.   Create your own actions to make your objective happen.

- Start being more assertive in my communication**   Activity type: **Learn from experience**   Progress: **0%**   Due date: **31/12/2020**
- Effective Communication Skills**   Learning type: **Event**   Due date: **31/12/2020**

**Discard changes**   **Save and add another**   **Save and return to plan**

Type here to search   9:50 AM 10/1/2020

### Step 13:

Tick the **'Designate this as the primary plan for assignees'** checkbox, and then click **Submit plan** to submit your PDP to your line manager for approval.

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algurgtalent.csod.com/ui/devplans/blueprints/add

Effective Communication Skills  
Learning type: Event Due date: 31/12/2020

### Assignment

Select the criteria that define who will be included in this assignment

Self only

Custom assignment

Designate this as the primary plan for assignees

Discard changes Save as Draft **Submit plan**

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Type here to search 9:52 AM 10/1/2020





# Frequently asked questions


**Q:** *I have already created my PDP for 2021 but the old PDP is still showing in my screen.*

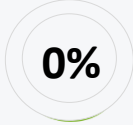
**Achievements** ⋮

Description for this tab displays here. This is *html friendly* and can be configured in the Universal Profile General Preferences.

Documents  0

Badges  8 Badges

Leaderboard  3,400 Points

Personal Development Plan Prog...  0% PDP 2020

**A:** *Go to your Personal Development Plan page and mark your current PDP as a 'Primary Plan'.*

**Other plans**

Sort by: Create Date  Display cancelled plans  Hide completed and overdue plans

<b>PDP 2019</b> Due date : 31/12/2019 Status : Complete Created : 01/08/2019	100% <span>⌵</span>
<b>PDP 2021</b> Due date : 31/12/2021 Status : Not Started Created : 14/01/2021	0% <span>⌵</span>

View

Edit

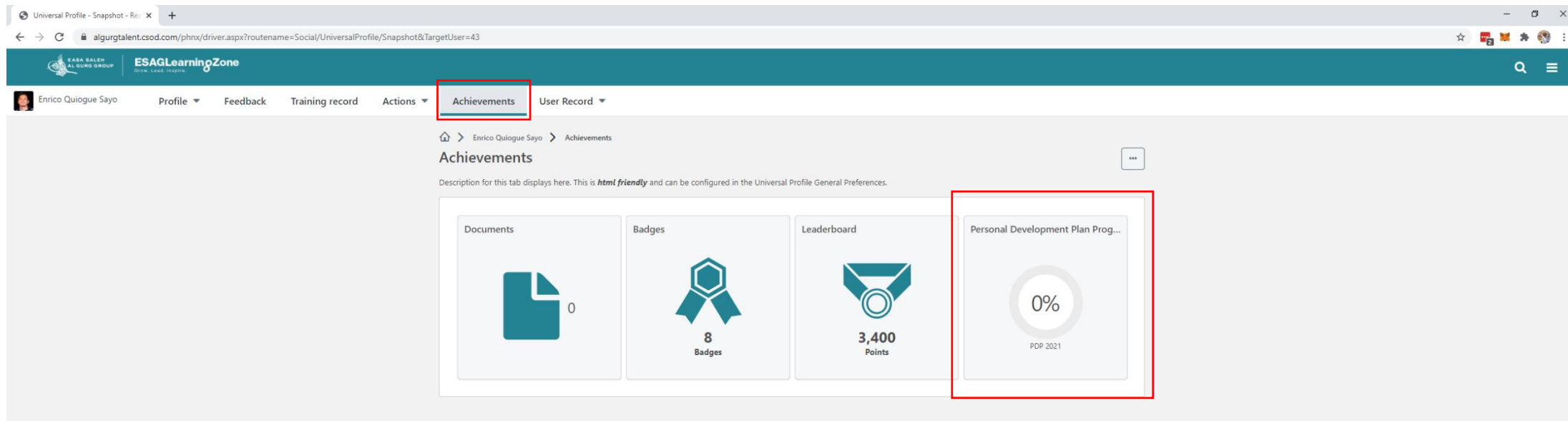
Cancel

Designate as primary plan

Print

**Q:** How can I check the progress of my PDP?

**A:** From the User Profile page, go to the Achievements tab and select **Personal Development Plan Progress**



**Q:** *What type of objectives can I include in my PDP?*







**A:** *There are two types of objectives you can include:*

**Learning** – *Online courses (LinkedIn), and classroom or virtual (Zoom or MS Teams) trainings.*

**Development Action** – *External trainings (not offered in ESAG), on-the-job learning, learning by doing.*

#### Learning and development

Find learning opportunities to help you achieve your objective.      Create your own actions to make your objective happen.

	<b>Learning Infographic Design</b>	Learning type: <b>Online Course</b>	Progress: <b>Not Started</b>	Due date: 31/12/2021 	
	<b>Inclusive Instructional Design</b>	Learning type: <b>Online Course</b>	Progress: <b>Not Started</b>	Due date: 31/12/2021 	

**Q:** *What is the maximum number of courses or development objectives I should have in my PDP?*

**A:** *While there is no limit on the number of courses you can include in your PDP, we recommend that you keep a minimum of 3 development objectives.*



For any questions, concerns, and feedback please contact your Entity HC or send an email to:  
[esaglearning@algurg.ae](mailto:esaglearning@algurg.ae)