

INDIVIDUAL DEVELOPMENT PLAN (IDP)*

Individual Development Plan (IDP) provides a process to develop, strategize, support, and track your career development goals and objectives. The IDP serves as a tool to facilitate clear and consistent communication and mutual goal alignment between mentees and mentor(s).

Goals

An IDP is one component of a broader mentoring program and assists mentees in the identification of:

- Long-term career options they wish to pursue and the necessary tools to meet these goals
- Short-term needs for improving current performance

Outline for the IDP Process

The development, implementation, and modification of the IDP require a series of steps to be conducted by the mentee, and then discussed and corroborated with his/her mentor. These steps represent an interactive effort that requires full engagement by the mentee and mentor(s).

Step 1	Conducting a skills-assessment: Conduct an assessment of your strengths, weaknesses, and skills; then request a review of the assessment with your mentor.
Step 2	Completing the IDP: Develop and document your career goals and complete your IDP.
Step 3	Implementing your IDP: Arrange an appointment or series of meetings with your mentor/mentorship team. Discuss and refine your IDP with your mentor; implement the steps outlined in your IDP; periodically review your progress, and modify with your IDP based on the outcome of the review and your progress toward goal attainment.

**IDP process and document were adapted from the Department of Pediatrics, Children's National Medical Center, The George Washington University Medical Center, Washington, DC. Additional sources of reference include:*

- *The Federation of American Societies of Experimental Biology (FASEB), Office of Public Affairs*
- *UCSF Faculty Website*
- *CNMC's NCRF funded Pediatric Clinical Research Scholar annual report*

CREATING AND EXECUTING YOUR ANNUAL INDIVIDUAL DEVELOPMENT PLAN (IDP)

STEP 1: SKILLS ASSESSMENT

Assess your strengths and weaknesses for the following skill areas:

1. No Proficiency
2. Emerging proficiency with minimal application
3. Moderate use and proficiency
4. Experienced and proficient
5. High level of experience and proficiency

General Research Skills:					
Study design	1	2	3	4	5
Qualitative Methods	1	2	3	4	5
Quantitative Methods	1	2	3	4	5
Analytics	1	2	3	4	5
Problem solving / troubleshooting	1	2	3	4	5
Creativity / developing new research directions	1	2	3	4	5
Program Evaluation	1	2	3	4	5
Teaching Skills:					
One-on-One Teaching	1	2	3	4	5
Small Group Teaching	1	2	3	4	5
Large Group Presentation	1	2	3	4	5
Technology Assisted and Web Based Teaching	1	2	3	4	5
Scholarship and Mentorship Skills:					
Grant Writing	1	2	3	4	5
Oral Presentation: Preparation and Delivery	1	2	3	4	5
Manuscript Writing	1	2	3	4	5
Role as Mentee	1	2	3	4	5
Role as Mentor	1	2	3	4	5
Professional and Leadership Skills:					
Leading and Motivating others	1	2	3	4	5
Budget Development and Maintenance	1	2	3	4	5
Managing Projects and Time	1	2	3	4	5
Professional Organizational involvement	1	2	3	4	5
Interpersonal Skills:					
Getting along with others	1	2	3	4	5
Communicating clearly in writing	1	2	3	4	5
Communicating clearly in conversation	1	2	3	4	5
Participation and engagement of Interdisciplinary Teams	1	2	3	4	5

When you have completed this self-evaluation, share and discuss the items on the form above with your mentor.

STEP 2: DEVELOP INDIVIDUAL DEVELOPMENT PLAN (IDP) THAT EVALUATES YOUR PROGRESS DURING THE PAST 3 MONTHS AND SETS GOALS FOR THE NEXT 6-9 MONTHS.

In Step 1 above, you have assessed your skills. Now it is time to reflect on your progress toward your career goals and outline how you should move forward during the coming year. Complete the IDP below, which begins on page 4.

Your IDP is a dynamic document that should be modified as your needs and goals evolve. A primary aim of the IDP is to establish clearly defined career goals. Your IDP will assist you in the development of strategies that build upon your existing strengths and skills and provide a pathway for you to achieve those goals.

The specific objectives of an Annual IDP are to:

- Create an annual outline that will facilitate achievement of your long-term career goals.
- Establish target dates for the completion of various training or skill(s) improvement opportunities.
- Set goals and sub-goals for the first 3 months up to one year and include a description of your effort related to each goal.
- Define your approach toward obtaining your skill areas including details such as courses titles, technical skills, communication skills, and multidisciplinary experiences. Include time frames required to obtain those skills and strengths.

INDIVIDUAL DEVELOPMENT PLAN (IDP)
FOR YEAR _____ CIRCLE QUARTER 1 2 3 4

Your Name: _____

Your Primary Mentor's Name and Content Expertise:

Today's Date: _____

What is your current academic title and rank? _____

Are you on tenure track? **Circle one:** YES NO

Do you have a Mentor Team? **Circle one:** YES NO

List Co-Mentors and Content Expertise 1. _____
2 _____

Career and Professional Goals

What are your professional goals for the upcoming year? _____

What are your long-term career goals (3-5 years)? _____

What are some motivating factors for pursuing these particular goals? _____

Are there special circumstances or barriers that may make it challenging to achieve your goals for the upcoming year? _____

What were your main goals for the past year? _____

Time Management

By your best estimate, how did you allocate your time during the past quarter/year?

% of time spent on teaching, training or mentoring others _____

% of time spent on research and/or creative work _____

% of time spent on patient care _____

% of time spent on administration and other duties _____

Total % of time _____

How, if at all, will you change this time distribution in the coming year? _____

Development of General Research Skills

What further research-related skills do you need to achieve success in this stage of your career and in the next stage? What will you do during the next year to improve in this area?

Development of Teaching Skills

What further teaching skills do you need to acquire to be successful in this stage of your career and in the next stage? What will you do during the next year to improve in this area?

Development of Scholarship and Mentorship Skills

What further development do you need in the areas of grant writing, oral presentation of your work, manuscript writing, mentoring, or being a better mentee? What will you do during the next year to improve in these areas?

Development of Professional and Leadership Skills

Development of Interpersonal Skills

Development of Your CV and Educator's Portfolio

Final Goal Setting and Prioritizing

Overall, what goals will receive your top priority for the coming year? Create a monthly timeline for fulfilling these goals and attach it to this IDP.

STEP 3: IMPLEMENT YOUR PLAN: WRITING OUT YOUR IDP BEGINS THE CAREER DEVELOPMENT PROCESS AND SERVES AS THE ROAD MAP. NOW IT'S TIME TO TAKE ACTION!

- Put your plan into action. Your IDP form will be entered electronically into REDCap to facilitate easy access, modification, and outcome tracking by you and your mentor(s).
- Remember that each major professional goal that you write for the upcoming year should be broken down into its smaller, accomplishable sub-goals, steps or “deliverables”, with specific dates for completion for each of those sub-goals. These smaller sub-goals should ultimately lead to accomplishment of the final goal. For example:

Major goal” Submit a paper for publication. Completion date – March

- Sub-goal #1: Complete data analysis, figures and outline.
Completion date – previous October
 - Sub-goal #2: Complete the Introduction section.
Completion date – previous November
 - Sub-goal #3: Complete the Discussion section.
Completion date – previous December
- Revise and modify the plan as necessary. It will need to be modified as circumstances and goals change. The challenge is to remain flexible, open to change, and to find the tools and resources needed to accomplish the goals established by you and your mentor/mentor team.
 - Plan to meet with your mentor/mentor team at least once each quarter to review and evaluate your IDP progress. Be sure to prepare a written outline for this discussion. For example, create a prioritized list of the most important items you wish to discuss.
 - Revise your IDP on the basis of these discussions and share with your mentor/mentor team.

SCHOLAR REVIEW

<p>Today's Date: _____</p> <p>Scholar: _____</p> <p>Lead Mentor: _____</p> <p>Training began: _____</p> <p>Date of evaluation: _____</p>	<p>Title of Project:</p>
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Research Progress:

Presentations:

Publications / abstracts:

Book Chapters:

Published Abstracts:

Submitted Manuscripts:

Educational Materials and Activities:

Comments / Problems / Challenges / Issues: