

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Individual Development Plan (IDP) provides a planning process that identifies both professional development needs and career objectives. Furthermore, IDP can serve as tools to help facilitate communication between mentees and their mentors.

Goals

An IDP can be one component of a broader mentoring program and can help mentees identify:

- 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 revision of the IDP require a series of steps to be conducted by the mentee, and then discussed with his/her mentor. These steps are an interactive effort, and ideally both the mentee and his/her mentor will fully participate in the process.

Step 1	Conducting a skills-assessment: Conduct an assessment of your strengths, weaknesses, and skills; then ask your mentor/colleague to review your skills assessment with you.
Step 2	Completing the IDP: State your career goals and write your IDP
Step 3	Implementing your IDP: Set up appointment with your mentor or mentor team. Discuss your IDP with your mentor; implement the steps in your IDP; periodically review progress with your mentor

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In preparing this document, tools were used from:

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

CREATING AND EXECUTING YOUR ANNUAL INDIVIDUAL DEVELOPMENT PLAN (IDP)

STEP 1: SKILLS ASSESSMENT

Assess your strengths, weaknesses and skills – Self-Evaluation

Evaluation your skills and abilities in the following areas where:

5 = Highly proficient

1 = Needs improvement

General Research Skills:					
Designing program evaluations /studies	1	2	3	4	5
Analytical skills	1	2	3	4	5
Problem solving / troubleshooting	1	2	3	4	5
Creativity / developing new research directions	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
Professional Skills:					
Grant writing skills	1	2	3	4	5
Oral presentation skills	1	2	3	4	5
Manuscript writing skills	1	2	3	4	5
Mentoring skills	1	2	3	4	5
Being a mentee	1	2	3	4	5
Leadership and Management Skills:					
Leading and motivating others	1	2	3	4	5
Budgeting	1	2	3	4	5
Managing projects and time	1	2	3	4	5
Organizational skills	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

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 to outline how you should move forward during the coming year. Fill out the IDP below, which begins on page 4.

Your IDP is a changing document, since needs and goals will evolve over the months. The aim is to set clearly defined career goals. To help you reach those goals, your IDP will help you create an approach for building upon current strengths and skills over the next year while providing a plan for you address areas where you need further development.

The specific objectives of an Annual IDP are to:

- Create an annual outline that will help you achieve your long-term career goals.
- Establish target dates for the completion of various training or skills improvement opportunities.
- Set goals and sub-goals for the interval 3 months up to one year, including a discussion of how you will spend your time.
- Define in detail the approach you plan to take in order to obtain the specific skills and strengths which must include courses, technical skills, communication skills and multidisciplinary experiences along with the time frames you will need for obtaining those skills and strengths.

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

Your Name: _____

Your Primary Mentor's Name: _____

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

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 acquire to be successful in this step of your career and in the next step? 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 step of your career and in the next step? What will you do during the next year to improve in this area?

Development of Professional 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 Leadership and Management 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. File it someplace easy to find and read it over regularly to check your progress.
- 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 needed to accomplish the goals you have set with the mentor/mentor team.
 - Plan to set your quarterly meeting with your mentor/mentor team to review and discuss your IDP. 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

Today's Date: _____	Title of Project:
Scholar: _____	
Lead Mentor: _____	
Training began: _____	
Date of evaluation: _____	

Research Progress:

Presentations:

Publications / abstracts:

Book Chapters:

Published Abstracts:

Submitted Manuscripts:

Educational Progress:

Comments / Problems / Challenges / Issues: