

Individual Development Plan

Date:

Year of Training:

Ponder:

If you have not previously developed an IDP, complete the following section based on your previous education or work experience. Spend considerable time on this section to make the most out of your IDP.

1. What past accomplishments and skills do you think will facilitate your success in your graduate or postdoctoral training? Consider publications, presentations, certifications, etc., as well as technical, scientific, research, communication, management and leadership skills.

2. What values and life goals fuel your drive to complete and excel in your graduate or postdoctoral training? Consider framing a [Personal Vision Statement](#) for yourself or your career.

3. In what ways will this graduate or postdoctoral training help you fulfill your vision and set you up for your career of choice?

Plan:

Consider your values and vision. Plan the steps you need to take to (A) have a successful training period; and (B) find, and thrive in, careers that are in line with your personal vision.

A. Training Goals:

1. What objectives do you need/want to achieve to successfully complete your training? Consider areas in which you want to gain familiarity/expertise, publications, presentations, certifications etc. Prioritize in order of importance and time required to achieve.
2. What skills do you need/want to acquire to successfully complete your training? Consider technical, scientific, research, communication, management and leadership skills. Prioritize in order of importance and time required to acquire.
3. Pick one objective and one skill you've listed above and write down a detailed action plan using the [SMART](#) strategy for goal-setting. Plan to achieve this in the next 6 months to a year. Note: we pick only one objective and one skill to ensure we achieve the "R" in the SMART acronym, which stands for "Realistic".

Research/training Objective SMART Goal:

Research/training Skill SMART Goal:

B. Career Goals:

1. What careers are you interested in pursuing/exploring in the long-term? Are they in line with your values and personal vision? Choose 2-3 career paths that interest you.
2. What objectives do you want to achieve to progress towards these careers? Consider publications, presentations, certifications, etc. Prioritize in order or importance and time required to achieve.
3. What skills do you want to acquire to progress towards these careers? Consider research/technical, communication, public speaking, grant writing, manuscript preparation, teaching, mentoring, management, and leadership skills, etc. Prioritize in order of importance and time required to acquire.

4. Pick one objective and one skill you've shortlisted about and write down a detailed action plan using the [SMART](#) strategy. Plan to achieve this in the next 6 months to a year.

Career Objective SMART Goal:

Career Skill SMART Goal:

Perform:

- Work on executing the SMART goals set up in the previous sections in the designated timeline.
- Set up a strategy to stay accountable to your plans – connect with your PI or a peer.
- Set up appointments with yourself to revisit this form regularly.
- Revisit your responses to this form at least annually, reviewing your progress and setting new goals.
- Consider discussing your IDP with your PI/other mentors annually. Alternatively, discuss your research/training goals with your PI and draft your IDP based on your conversation.