

UR CFAR Individual Development Plan for Junior Investigators

Purpose: Individual Development Plan (IDP) serves as a tool for the mentees to identify their own professional needs and career objectives. In addition, the IDP can facilitate communication between mentees and their mentors to obtain feedback on their progress, identify strategies for overcoming obstacles and maximizing opportunities.

Outline: 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 self-initiated, highly interactive and continuously evolving as mentees grow professionally.

Step 1: Skills Assessment

Your Name: _____

Your Current Academic Title: _____

Today's Date: _____ Annual IDP for : _____ (Year) _____

Evaluate your skills and abilities in the following areas where 5= highly proficient; 1=needs improvement

Teaching Skills:						
	One-on-One teaching	1	2	3	4	5
	Small group teaching	1	2	3	4	5
	Large group teaching	1	2	3	4	5
Professional Skills:						
	Grant writing	1	2	3	4	5
	Oral presentation	1	2	3	4	5
	Manuscript writing	1	2	3	4	5
	Networking	1	2	3	4	5
	Providing mentoring	1	2	3	4	5
	Receiving mentoring	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
	Finding work/life balance	1	2	3	4	5
Interpersonal Skills:						
	Managing personnel (including staff and students)	1	2	3	4	5
	Giving constructive criticism and positive feedback	1	2	3	4	5
	Resolving conflicts	1	2	3	4	5

After completing an assessment of your strengths and weaknesses, please ask your mentor and/or peer to review these with you.

Step 2: Career Goals Identification

Identify your **long-term career goals** (3, 5 or 10 years) that are achievable in the stated timeframe and measurable. These goals should be straightforward for any third party to assess whether you have achieved them. *Example: (1) Acquiring extramural funding to complete 3 clinical trials of individual nutritional supplement interventions for managing cardiovascular disease in HIV-infected individuals; (2) Present and publish the findings from these trials; and (3) Develop/facilitate a consensus document/literature on the use of nutritional supplements in cardiovascular health in HIV-infected individuals.*

My Long-term Career Goals:

My Motivating Factors For Pursuing These Particular Goals:

My Values: (What characteristics, qualities, and beliefs are at the core of who I am and how I approach science and scientific mentoring?)

My Passions: (What are my personal passions? What motivates me to get involved?)

Define your **goals for the coming year** in all relevant professional development areas by customizing this template.

My annual goals in various professional development areas	Outline of plans for accomplishing my goals
Research/Scholarship:	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • <i>What professional developmental activities will aid me?</i> • <i>What resources do I need?</i> • <i>With whom will I collaborate?</i> • <i>Who are potential mentors?</i> • <i>How will I measure my outcomes and successes?</i> • <i>What timeline and benchmarks will I set?</i> • <i>Etc.</i>
Teaching/Mentoring:	<p><i>Examples:</i> <i>Ditto</i></p>
Clinical service:	<p><i>Example:</i> <i>Ditto</i></p>
Other service/community outreach:	<p><i>Example:</i> <i>Ditto</i></p>
Leadership/Administrative roles:	<p><i>Example:</i> <i>Ditto</i></p>
Professional networking:	<p><i>Example:</i> <i>Ditto</i></p>
<p>Are there special circumstances or barriers that may make it challenging to achieve your annual goals?</p>	

Step 3: Evaluation of Prior Successes

What were your main goals for the past year? Which of those did you meet?

What factors, resources, and individuals helped you reach those goals? *(Consider paying this forward and sharing your experiences to help others in the Peer Mentoring Group. Thank those who assisted you.)*

What reasons can you identify for not reaching any of these goals? *(e.g. need for further development, too many goals, revised my goals, time management, lack of resources, major changes in department priorities, special circumstances or life factors).* Which of these reasons need to, and can, be changed to ensure your future success? Can your goals be broken down into more manageable tasks to make them more achievable?

Step 4: Implementation of plans

- Writing out your plans is just the beginning of the career development process and serves as the road map. Now it's time to put your plans into actions.
- Paying attention to your milestones and ensuring your efforts are appropriately focused will help secure a successful career.
- Revise and modify the plan as necessary; it is not cast in concrete.
- Set an annual (or more frequently, if appropriate) meeting with your mentor(s) for the explicit purpose of reviewing and discussing your IDP. Be sure to prepare a written outline for this discussion.

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