Individual Development Plan (IDP) for Graduate Students

I. Purpose

The IDP, a tool to assist trainees with career and professional development, provides a platform for trainees to identify professional goals, assess competencies relevant to these goals, and develop a plan to achieve specific objectives related to their career goals. The trainee-developed IDP becomes a platform for discussion with their PhD mentor, to foster communication important for the trainee’s professional development. The process is interactive and iterative to ensure training success and satisfaction.

II. Process

Several steps are involved in the development, implementation, and revision of the IDP. The trainee and mentor are active participants, working together to design a plan that helps the trainee meet goals identified in the IDP. The IDP is changeable and should evolve over time.

Steps for a Trainee (First Year)

1. Conduct the attached self-assessment to assess your current skills and future career goals
2. Develop research and training plans for the upcoming year (Sections 2A of the attached Research and Career Progress Annual Review)
3. Develop career goals for the upcoming year (Section 2B of attachment)
4. Meet with your mentor to discuss:
   A) How to improve the skills you think need more work
   B) Your research and training plans for the upcoming year
   C) Your career goals for the upcoming year
5. Implement the plan

Review at Least Annually (by February 28)

1. Complete sections 1A-2B of the Research and Career Progress Annual Review (RCPAR)
2. Meet with your mentor to review, and if needed, revise the plan
3. Students may decide to meet and review/revise any time during the year but RCPAR should be reviewed at least once/year