Individual Development Plan

Part 1: Skills AssessmentFebruary 14, 2017

Evaluate your skills and abilities in the following areas:

(5 = Highly proficient; 3 = Average proficiency; 1 = Not at all proficient)

You may want to use highly accomplished faculty members in your area as reference points for assessing your own skills. Skip those skills that do not apply to your career and add in others that you believe are important to you specifically.

General Research Skills					
Designing research studies or protocols	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
General Clinical Skills					
Clinical diagnosis	1	2	3	4	5
Clinical treatment	1	2	3	4	5
Communicating with patients and their families	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 presentations	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

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Mentoring skills	1	2	3	4	5
Working with your mentor	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
Conflict management	1	2	3	4	5
Other Skills (List)					
	1	2	3	4	5
	1	2	3	4	5

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Part 2: Create Your Own Individual Development Plan

Individual Development Plan for _____ (year)

First & Last Name: _____

Today's date: _____

Your current academic title and rank: _____

_____

Your department: _____

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 goals?

_____

_____

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

_____

_____

_____

What were your main goals for the past year?

_____

_____

_____

Which of the above goals did you meet? If you did not meet a goal, why not?

_____

_____

_____

_____

_____

_____

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Time Management

By your best estimate, how did you allocate your time during the past year? How, if at all, will you change this time distribution in the coming year?

	This Year	Next 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	____100____	____100____

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 your research skills?

_____

_____

_____

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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?

_____

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_____

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_____

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?

_____

_____

_____

_____

_____

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Development of Leadership and Management Skills

What further development do you need in the areas of leadership, budgeting, time management, project management and organization? What will you do during the next year to improve in these areas?

_____

_____

_____

_____

_____

Development of Interpersonal Skills

What further development do you need in this area? What will you do during the next year to improve your interpersonal skills?

_____

_____

_____

_____

_____

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Development of Your CV

Update your CV and attach the updated document to this IDP so that you and your mentor can carefully track your progress.

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. Reference it regularly to keep yourself on track.

List Your Current Activities and Scholarly Efforts

Keep this list updated so that your mentor can have a quick synopsis of what you are working on and what progress you have made. It's useful to include small descriptors of where you are on each effort. Feel free to add to this list if you have other areas you are working on.

Papers

-
-
-

Projects

-
-
-

Grants

-
-
-

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Continuing Education

-
-
-

Committees

-
-
-

Presentations

-
-
-

Conferences

-
-
-

Community Outreach

-
-
-

Adapted from the *UCSF Faculty Mentoring Module*