



Individual Development Plan



Agenda

- What is an IDP?
- What are NIH and OGS policies for IDPs?
 - Review of NIH notice/policies
- Introduction of IDP Form
 - Skill Assessment
 - Career Exploration/Objective
 - Goal Setting
 - Mentor Input
 - IDP Progress

What is an Individual Development Plan?

An IDP is a dynamic document that identifies and outlines career goals and is a tool to manage career development throughout graduate training.

It is created by the grad student in partnership with the faculty and additional mentors.



What is an Individual Development Plan? (cont.)

- **IDP includes:**
 - Career goal(s) – Consider having a Plan A *and* B
 - Skills that need development to achieve career goal
 - ~4-5 realistic goals per year to address those needed skills
 - Discussion comments of faculty and additional mentors about goals
 - Updates and revisions every year to reflect changes in career/research objectives

Benefits of an IDP

Survey of over 7600 postdocs conducted by Sigma Xi¹ found that having a **structured postdoctoral program (such as an IDP)** correlated with a successful postdoc experience (i.e. better job satisfaction, fewer conflicts, better “grades” for advisors and more productivity).



<http://rockhealth.com/2012/04/ask-the-expert-nih-grants/>

National Institutes of Health (NIH) strongly encourages all postdocs and grad students on NIH-sponsored awards to use an IDP & expects institutional reporting by October 2014³.

¹ Davis G. (2005). “Doctors Without Orders.” *American Scientist*, **93** (3), supplement 1-13

² *Investing in the Future: NIGMS Strategic Plan for Biomedical and Behavioral Research Training 2011* (<http://publications.nigms.nih.gov/trainingstrategicplan/>)

³ NOT-OD-13-093 <http://grants.nih.gov/grants/guide/notice-files/not-od-13-093.html>

New NIH IDP Policy

- NIH requesting IDPs for all NIH-funded grad students (not just PhD students) and postdocs effective October 1, 2014
- IDP completion should be reported as part of the RPPR (annual progress report)
- IDP itself will not be submitted to NIH
- Expect that other agencies may pick up these requirements (AHA, Komen, American Cancer Society...)
- NIH request: Each institution develop standardized IDP form



Any questions so far?

Skills Assessment

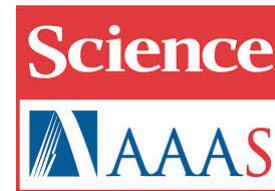
- What are skills?
 - The ability to do something well; expertise
 - The ability to do something that comes from training, experience, or practice
- Examples of skills

Career Exploration: Options

Consider your options

- Informational interviews – best way to assess a career path and expand your network

- Science Careers – excellent articles & resources
<http://sciencecareers.sciencemag.org/>



- MyIDP - A **free**, online program developed by Science Careers with a predicted rank of 20 scientific career paths which best fit your skills and interests

<http://www.MyIDP.sciencecareers.org>



Career Objectives

Professional/Career Objective

(e.g. position within Academia, Industry, Government, Other)

<i>1st Choice</i>	<i>Researcher at a university</i>
<i>2nd Choice</i>	<i>Teach at a community college</i>

Skills Assessment: Grad Student

Training Skills Assessment

Please list your skill strengths and ones that require improvement in the defined areas of training to help you reach the desired career objective.

	Areas of Strength (Area of Training)	Areas to Develop (Area of Training)
Grad Student	Objective Writing (Research Productivity)	Persuasive writing (Research Productivity)

Suggested Areas of Training

1. Research Activities
2. Research Productivity (i.e. publications, presentations, patents, etc.)
3. Professional Development (e.g. professional associations, conferences/meetings, workshops, improvement of teaching methods, etc.)
4. Other (customized by grad student)

Skills Assessment: Mentors

This portion is to be completed by you and your mentor(s). Alternatively, you can summarize the skills section via correspondence with mentors.

	<i>Strong Skills (In Each Area of Training)</i>	<i>Skills to Develop (In Each Area of Training)</i>
<i>Mentor1 Input</i>		

Set up introductory meeting to share IDP with mentor

- Discuss career objective and not just research strategy
- Explain your career goals, what is an IDP and discuss your skill assessment

Skills Assessment: Mentors (cont.)

- **Other benefits of an IDP with faculty mentor**
 - Clear expectations between student and mentor about research and career goals
 - Timely and constructive feedback by the mentor to ensure the student's realization of goals
 - Empowerment of the student to manage career trajectory, explore career options and provide a path to independence

Goal Setting

Annual Plan

You will work with your mentors to create goals and specific action steps to address and gain the skills necessary for the anticipated career.

Goal 1 (Area of Training)	Action Step	Frequency (i.e. weekly)	Target Completion Date



Create SMART goals

- **Specific:** Is it focused and unambiguous?
- **Measurable:** Could someone identify whether or not you achieved this goal?
- **Action-oriented:** what action is required on your part?
- **Realistic:** Considering difficulty and timeframe, is this goal attainable?
- **Time-bound:** By when should you complete this goal?

Goal Example

Annual Plan

Goal 1 (Area of Training)	Action Step	Frequency (i.e. weekly)	Target Completion Date
Build Professional Network (Professional Development)			

Action steps to take

1. Present research at conference and meet at least 3 people in my field
2. Sign up for listservs (professional association, OPVSA etc.) for discipline-related networking events in area
3. Go on at least 2 informational interviews

Goal Example

Annual Plan

Goal 1 (Area of Training)	Action Step	Frequency (i.e. weekly)	Target Completion Date
Build Professional Network (Professional Development)	<ol style="list-style-type: none">1. Present research at conference and meet at least 3 people in my field2. Sign up for listservs (professional association, OPVSA etc.) for discipline-related networking events in area3. Go on at least 2 informational interviews		

Frequency

1. Upcoming conference in April
2. One available every month, make it to one every other month
3. N/A

Goal Example

Annual Plan

Goal 1 (Area of Training)	Action Step	Frequency (i.e. weekly)	Target Completion Date
Build Professional Network (Professional Development)	<ol style="list-style-type: none">1. Present research at conference and meet at least 3 people in my field2. Sign up for listservs (professional association, OPVSA etc.) for discipline-related networking events in area3. Go on at least 2 informational interviews	<ol style="list-style-type: none">1. Upcoming conference in April2. One available every month, make it to one every other month3. N/A	

Target completion date

1. May 2014

1. February 2015

1. February 2015

Goal Example: Micro Goals

Annual Plan

Goal 1 (Area of Training)	Action Step	Frequency (i.e. weekly)	Target Completion Date
Build Professional Network (Professional Development)	<ol style="list-style-type: none">1. Present research at conference and meet at least 3 people in my field2. Sign up for listservs (professional association, OPVSA etc.) for discipline-related networking events in area3. Go on at least 2 informational interviews	<ol style="list-style-type: none">1. Upcoming conference in February2. One available every month, make it to one every other month3. N/A	

Set Micro Goals

1. Identify 3-4 people you might like to interview
2. Compose email/reach out by phone to set time/date
3. Select questions for interview
4. Follow up with thank you notes
5. Solidify connection (follow-up emails/invitation to connect on LinkedIn)

Long-Term Goals

5 Year Plan Overview

- Need to design a plan for the entirety of your training at UC San Diego (long-term goals).
- The duration of training may not be 5 years (depending on how long you have left in your program), so create a plan appropriate to your anticipated length of training.
- Some goals may have to be met before you can advance to the next, more important goal for your career path. Use this portion to plan for those milestones.

IDP Progress

This plan will be updated and revised each year, when you will assess each goal if it was met, still in progress or needs revision.

Goal 1 (Area of Training)	Action Step	Frequency (i.e. weekly)	Target Completion Date

Date: ___ Met Goal ___ In Progress ___ Needs Revision

Continue to strive toward your set goals

Revise/update IDP as necessary



Questions about creating an IDP?