



## Individual Development Plan

Version 06\_2024. This plan was adapted from Rebecca Batchelor (CIRES E&O, CU Boulder) and based on a collection of resources at <https://cfe.unc.edu/mentoring/individual-development-plan-idp/> and content from Stanford, UC Davis and UNC School of Medicine.

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An Individual Development Plan (IDP) is a tool for career development planning. IDPs include the following three steps:

1. Identify your mission – where are you heading and what is important?
2. Identify your strengths and weaknesses
3. Set goals to support your onward progression

IDPs are ideally filled out by the mentee alone and can be used as a basis for career conversations with a mentor.

## Instructions

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Feel free to delete or add any prompts that personalize the Individual Development Plan for your context and situation. **Instructional lines in blue** can be edited or deleted for your final version. There are a lot of Individual Development Plan templates online if you are looking for more ideas and different versions.

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## Individual Development Plan

<b>Identify your mission</b>
<i>What do you want to achieve? Where do you want to go? How do you want to make a difference?</i>
<b>My career mission statement</b> <i>(be succinct):</i>
<b>Identify your strengths</b>
<i>What <b>skills</b> do you have? What are the <b>strengths</b> of your knowledge base? What positive <b>behaviors</b> or <b>attributes</b> do you bring? (Highlight strengths that are relevant to your mission statement.)</i>
<b>My strengths are:</b>
<b>Identify your weaknesses</b>
<i>What <b>skills, behaviors, or attributes</b> do you wish to acquire or improve? What are the gaps in your <b>knowledge</b>? What <b>resources</b> or <b>connections</b> are you missing? (Highlight weaknesses that are relevant to your mission statement.)</i>
<b>My weaknesses are:</b>
<b>Set goals</b>
<i>When developing your career goals, use the SMART format. Meaningful goals are <b>SMART</b> <b>Specific</b> – what exactly do you want to accomplish? <b>Measurable</b> – how will you know you have accomplished it? <b>Achievable</b> – is the goal doable in the time you have with the resources available? <b>Relevant</b> – will the goal contribute to your mission? <b>Time Bound</b> – when will you achieve the goal by?</i>
<i>Using the assessment of your strengths, weaknesses, and career goals, identify short-term (this field season, this semester, this summer, next year); medium-term (throughout my degree program, 2-4 years); and long-term (5+ years) goals that will contribute to your career success. For each goal, consider: a) Skills to be learned or developed; b) Resources needed (support, time, training); c) Your action steps (e.g. training courses/classes/seminars, identifying mentors, meeting new people, projects, activities); d) Timeline (when will you start? When will you complete the steps?)</i>





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<b>Long-term career goal(s):</b>	<b>Target dates:</b>
<b>Medium-term career goal(s):</b>	<b>Target dates:</b>
<b>Short-term career goal(s):</b>	<b>Target dates:</b>
<b>Mentorship goal(s):</b> <i>These may be different than your career goals...what do you hope to gain from the mentorship?</i>	<b>Target dates:</b>



[fieldsafe.colorado.edu](http://fieldsafe.colorado.edu)