

Individual Development Plan

A Template for University of Iowa Carver College of Medicine Faculty

Purpose: The creation of an Individual Development Plan (IDP) is a planning process for identifying your career objectives, professional development needs, academic progress and personal aspirations. The IDP can also serve as a communication tool between you and your mentor(s). By customizing and completing this template, you can methodically plan your short- and long-term career goals, obtain feedback on your progress, and identify strategies for overcoming obstacles and maximizing opportunities.

How to use this document:

1. **Complete this document at the beginning of each academic year.**
2. **Read the entire plan, then complete each section with thoughtful attention.**
3. **Once you have completed your plan, share it with key stakeholders (for example, your mentor, department head). Request honest feedback.**
4. **Reflect on the advice, revise where appropriate, and add in your action responses.**
5. **Save a copy of your strategy and keep it readily available for ongoing review.**
6. **Actively implement your strategy. Use it as a map and guide for your goals and timeline during the upcoming year. Pull it out for recurrent mentoring meetings if appropriate.**
7. **Annually update, follow progress, and revise. An IDP should be a living document; its contents will change as your needs and goals change and as you grow professionally.**

Tips for development plan:

Appraisal is the catalyst for your personal development. It may be supporting your revalidation, but the prime purpose of appraisal is still to help you plan your development.

Personalize your supporting information. Describe your supporting information in terms of its relationship to you, and its implication for your practice, to show your appraiser that you are capable of reflective practice. Whatever the information is, your commentary ties it to you.

Capture your passions in your personal development plan. Refine your priorities into specific tasks with your appraiser, and make sure you really want to do each one. This reduces the risk of struggling to explain at next year's appraisal why you have not achieved what you had put down.

Individual Development Plan for [insert year]

Name:

Today's Date:

Your current academic title and rank:

Your department:

Your mentor's name:

1. Review the Expectations for Your Academic Appointment

Do you understand the track to which you are appointed and the expectations for advancement in this track?

Yes

No

Explain:

2. Identify a Vision and Mission for Your Career in Academic Medicine

A **career vision statement** describes what the world looks and feels like as a result of your professional work. A clear, compelling vision can have a magnetic effect, pulling you towards it as you focus on your work.

Your vision statement will answer, "WHAT do I want to be a part of creating?"

Example vision statement: *Both health professionals and the lay public will understand and integrate the benefits of appropriate nutrition and nutritional supplements in the prevention and management of chronic diseases.*

My vision statement:

A career mission statement defines what you will do in order to achieve your vision. Your mission is the reason you work at a particular job or institution; it gives meaning to your work life. Simply put, your mission describes the difference you intend to make in the world through your professional accomplishments.

Your mission statement will answer, "HOW will I do my part to achieve the vision?"

Example mission statement: *To expand and disseminate knowledge on the use of nutrition and nutritional supplements in managing chronic disease, especially heart disease, diabetes, and hypertension.*

My mission statement:

3. Identify Strategic Goals (3, 5, or 10 years) that Align with Your Career Vision and Mission

Strategic goals are achievable in the stated timeframe and measurable. They are so straightforward that an objective third party can assess whether you achieved them. By reaching these goals, you grow closer to fulfilling your mission and realizing your vision.

Your strategic goals will answer: "10 (or 5) years from now, what specific goals will I have met, bringing me closer to achieving my mission?"

Example strategic goals for the next 5 years:

1. *Acquire funding from public and private sources to complete 3 clinical trials of individual (or combination) nutritional supplement interventions for managing cardiovascular disease.*
2. *Present and publish the findings from these trials.*
3. *Develop a synthesis of the literature and facilitate a consensus document on the use of nutrition and supplements in cardiovascular health.*

My strategic goals (specify time frame):

4. Declare Annual Goals for Different Areas of Your Work Life

<p style="text-align: center;">My annual goals</p> <ul style="list-style-type: none"> • Articulate goals for the coming year in all relevant professional development areas. • Feel free to customize this template by deleting, adding, or altering the categories. 	<p style="text-align: center;">Outline of plans for accomplishing my goals</p> <ul style="list-style-type: none"> • What <u>skills</u> do I need to acquire? • What <u>professional development activities</u> will aid me? • What <u>resources</u> do I need? • With whom will I <u>collaborate</u>? • Who are potential <u>mentors</u>? • How will I measure my <u>outcomes</u> and successes? • What <u>timeline</u> and <u>benchmarks</u> will I set?
<i>Research, Scholarship</i>	
<i>Education, Teaching, Mentoring</i>	
<i>Clinical Service</i>	
<i>Other Service, Public Outreach</i>	
<i>Professional Networking</i>	
<i>Leadership, Administration</i>	

5. Determine your assets

What are your strengths?
Where are your challenges/growth opportunities?
What do you need to be the best you can be?

6. Create a Timeline for Annual Goal Completion

Develop a timeline for fulfilling your annual goals and attach it to this IDP. (Timeline examples are on the Office of Faculty Affairs website [https://medicine.uiowa.edu/facultyaffairs/faculty/promotion-and-tenure.](https://medicine.uiowa.edu/facultyaffairs/faculty/promotion-and-tenure)) Reference your timeline regularly throughout the year to stay on track.

7. Examine Your Time Allocation for Different Areas of Your Work Life

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 scholarly work	_____	_____
% of time spent on patient care	_____	_____
% of time spent on administration and other duties	_____	_____
Total % of time	<u>100</u>	<u>100</u>
How (if at all) would you like to change this time distribution? Consider the following:		
1. Things you're doing now that you want to quit		
2. Things you've just been asked to do that you want to refuse to do		
3. Things that you're doing that you want to continue		

4. Things that you're not doing that you want to start
5. Strategies for improving the balance within the above 4 categories

8. Evaluate Your Prior Successes, Disappointments, and Revelations

Which of the previous year's goals did you meet? What did you learn?

What factors, resources, and individuals helped you reach those goals? (Consider paying this forward and sharing your experiences to help others. 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?

9. Determine your personal goals and aspirations

What do you value?

What are some of your important personal goals?

How will you maintain equilibrium?

10. Update Your CV

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

11. Implement Your Individual Development Plan

- Filling out your IDP is just the beginning of the career development process. The IDP serves as your roadmap. Don't just file it away somewhere. Academic careers are increasingly difficult to manage, so paying attention to your milestones and ensuring your efforts are appropriately focused will help ensure a successful career.
- Plan to set an annual (or more frequently, if appropriate) meeting with your mentor(s) for the explicit purpose of reviewing and discussing your IDP.
- Revise and modify this plan as necessary. It is not cast in concrete; it will need to be updated as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.