

INDIVIDUAL DEVELOPMENT PLAN

Name:

Date:

Manager:

Position:

Section A: Career Plan

Personal Mission Statement

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Professional Development

Strengths:

Area to Develop	Critical Behaviours/Goals	Developmental Activity/Action Steps	Mentor Role	One –Month Target	Review

Manager and Mentor Comments:

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Next Development Plan Review Date:
(Should be every 3-6 Months)

Mentee's Goals

Goals <i>To be achieved (from performance plan)</i>	Skills or Competencies <i>To be learned or acquired</i>	Resources <i>What is needed (money, time, etc.)</i>	Activities <i>Possible learning opportunities to try</i>	Status <i>(Start/Completed Results)</i>
Short-range <i>Critical within present position (1 Year)</i>				
Mid-range <i>Important for growth within present position (2 Years)</i>				
Long-range <i>Helpful for achieving career goals (3-5 Years)</i>				

IDENTIFY MENTORSHIP NEEDS

Identify competencies that you will need to gain expertise in. Identify people who can assist you in achieving these competencies and in meeting your goals.

- Designing research
- Leading teams
- Speaking before groups
- Managing data
- Finding resources
- Finding funding
- Navigating institution
- Hiring personnel
- Giving feedback
- Evaluating literature
- Writing grants
- Cultural competence
- Teaching effectively
- Writing manuscripts
- Managing time
- Managing staff
- Managing conflict
- Managing budgets
- Assessing students
- Managing your career
- Time management
- Collaborating effectively
- Networking
- Establishing goals
- Preparing for promotion
- Knowing career paths
- Mentoring others
- Organizational dynamics
- Communication Skills

5 objectives to improve upon based on performance reviews and mentorship needs

Objective	Time Frame	Outcome	Notes
1.			
2.			
3.			
4.			
5.			