

Individual Development Plan

HSR&D CDAei Toolkit

Write down the career development goals you will like to pursue during this mentorship and the action plans you will use to accomplish them.

How (if any) would you like to change your current commitments?

1. On things that you are doing but would like to reduce your commitment:

2. On things that you are doing that you would like to continue:

3. On things that you are not doing but would like to make a new commitment want to start:

4. Strategies for improving the balance between the above 3 categories:

Current Professional Responsibilities:

Professional Goals

Short Term Goals: List your professional goals for the coming year. Be as specific as possible. And indicate how you will assess if the goal was accomplished.

Competency (specific skill to develop):	Learning Activity (action to develop this skill):	Begin Date and End Date:	Others will see the following:	Goal achieved when:
<i>Presentation Style</i>	<i>Attend 5 public speaking workshops; practice in front of an audience throughout the year</i>	<i>1/1/2010-12/31/2011</i>	<i>An enthusiastic presenter who conveys with clarity</i>	<i>Receive positive comments from 3 senior researchers</i>

Long Term Goals: List your professional goals for the next 3-5 years. Be specific and indicate how you will assess if the goal was accomplished.

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected outcome:

Mentor Signature

Date

Mentee Signature

Date