

DEPARTMENT OF HEMATOLOGY AND MEDICAL ONCOLOGY INDIVIDUAL DEVELOPMENT PLAN

Use this worksheet to create your Individual Career Development Plan (IDP). Follow the steps and work with your mentor/advisor to formulate a plan that gets you headed in the direction that you want to go.

Like all good plans, this may need to be reviewed and modified. Rarely do we set a path and follow it exactly. The most important task is taking the time to understand your values, vision, and goals so that you can identify the next best step. Once that step is complete, then find the next best step. Staying aligned to our values and vision will lead you to do your most inspired work regardless of where the path leads.

This process will take time and may feel cumbersome. The time spent on setting your values and intentions will be realized in greater clarity and focus of work. If still too much, work with your mentor to do what works for you where you are now. If the whole process is too much to start, take it in chunks at a pace that works for you.

Steps for creation and review of IDP

	Faculty Member	Mentor
Step 1	Self-assessment	Provide feedback on self-assessment
Step 2	Formulating goals	Provide feedback on goals
Step 3	Development opportunities	Provide feedback on development opportunities
Step 4	Creating timeline and milestones	Provide feedback on timeline and milestones
Step 5	Implement plan	Support implementation
Step 6	Periodic review and revision	Review progress and facilitate revision while identifying opportunities and resources

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2. Self-Assessment

a. Strengths: What qualities and attributes do I believe are my strengths? What do others appreciate about me? What skills/attributes come easily?

b. Rate your proficiency in these areas (1=not at all proficient and 5 = high proficient). Use NA for things you think don't pertain to your work now or in the future.

Research	1	2	3	4	5	NA
Designing research studies or protocols						
Interpretation of data						
Statistical analysis						
Technical skills						
Problem solving/troubleshooting						
Creativity/developing new research directions						
Clinical	1	2	3	4	5	NA
Clinical diagnosis						
Clinical treatment						
Communicating with patients and their families						
Teaching	1	2	3	4	5	NA
One-on-one teaching						
Small-group teaching						
Large-group presentations						
Mentoring skills						
Writing	1	2	3	4	5	NA
Grant-writing skills						
Oral presentation skills						
Manuscript writing skills						

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Leadership and Management	1	2	3	4	5	NA
Leading and motivating others						
Budgeting						
Managing projects						
Managing time						
Organizational skills						
Delegating responsibilities						
Holding others accountable						
Providing constructive feedback						
Being approachable, accessible and present						
Interpersonal	1	2	3	4	5	NA
Getting along with others						
Communication clearly in writing						
Communicating clearly in conversation						
Conflict management						
Upholding commitments and meeting deadlines						
Seeking advice and stating your needs						
Other	1	2	3	4	5	NA

3. Time allocation

- a. How do I spend my time at work currently? What breakdown would feel ideal right now or as I plan for the future? Use the table below to indicate your current and ideal time allocation.

	Current (actual)	What would feel ideal, right now
% time spent teaching, training, or mentoring others		
% time spent on research/scholarly/creative work		
% time spent on patient care		
% time spent on administrative duties		
% time spent on other		

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4. Work-life Harmony

a. Do I have the amount of time that I need away from work to attend to my family and my own personal needs? Time for play and rest? If no, what would I like to make time for that I am not able to do currently?

b. Reflecting over the past month, how do I rate my current/recent work-life harmony?

(0 – Terrible and 10 – Your ideal)

c. If less than a 10, what would a 10 look and feel like?

d. Are there any expected life or work changes/events that will require your time and attention in the coming 6-12 months?

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Step 2: CAREER and LIFE GOALS

a. Professional Goals:

a. With your values and vision in mind, what are your 3-5-year professional goals? List up to 3 goals

**	3-5-Year Goals	What is motivating you to pursue these goals?	Do you see any circumstances or barriers that may make it more challenging to achieve your goals?

b. With your values and vision and 3-5-year goals in mind, what are your goals for the coming year? List up to 3 goals

**	Next Year's Goals	What is motivating you to pursue these goals?	Do you see any circumstances or barriers that may make it more challenging to achieve your goals?

** If there is more than 1 goal, rank their priority for you by writing 1, 2, and 3 priorities next to each goal.

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2. Life Goals:

- a. Do you have life goals (running a marathon, singing in a band, expanding your family, buying a house, spending more time with your kids, traveling, etc) that you'd like to share?

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Step 3: DEVELOPMENT NEEDED TO REACH GOALS

1. Development: What further skills do you need to acquire in each of these areas to be successful in this step and in the possible next step of your career? Although we typically think of skill development in areas of weakness, areas of strength can also be cultivated through skill development. Use your self-assessment to reflect on your strengths and weaknesses that you'd like to address here.

a. General research skills:

b. Teaching skills:

c. Professional skills:

d. Leadership and management skills:

e. Interpersonal skills:

* Please mark (star, highlight, bold) the above skill development activities above that you want to do in the coming year.

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Step 4: CREATE A QUARTERLY TIMELINE

After finalizing your goals and development plan with your mentors for your top-priority goals for the coming year, create a quarterly timeline for fulfilling these goals including the planned development activities. Keep it in a place that you can reference.

Quarter (which three months)	Planned work	Planned development activities

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Step 5: REVIEW

1. Review your goals, plan, and progress on your own monthly, setting your monthly intention and work-plan.
2. Review periodically – quarterly or semi-annually with your mentor

OTHER ACTIVITIES

- Update your CV (monthly or quarterly) using the Emory School of Medicine (SOM) format. You can find this by linking through the HMO department webpage and navigating to Faculty Development then to promotions. The links on this page for templates, will link to SOM pages
- It can also be helpful to keep a synopsis of your active work to track and review over time with your mentor. Feel free to add to the list if there are other areas you are working on.
 1. Papers
 2. Projects
 3. Grants
 4. Continuing education
 5. Committees
 6. Presentations
 7. Conferences
 8. Community outreach
 9. Teaching experiences/mentoring
 10. Awards/celebrations

Adapted from:

Northwestern University Feinberg School of Medicine Individual Development Plan
University of Michigan Medical School Faculty Development Resource