# Individual Development Plan (IDP) Template

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**Name**: [Your Name] **Role**: [ ] Graduate Student [ ] Postdoc [ ] Undergraduate Researcher **Supervisor/Mentor**: [Name] **Academic Year/Period**: [e.g., 2024-2025] **Date Created**: [YYYY-MM-DD] **Last Updated**: [YYYY-MM-DD]

## Career Vision and Goals

### Long-term Career Aspirations (5-10 years)

**Primary Career Path**: [ ] Academic Faculty [ ] Industry Research [ ] Industry Applied [ ] Government/Policy [ ] Entrepreneurship [ ] Other: [Specify]

**Vision Statement**: [1-2 sentences describing your ideal career outcome]

**Key Motivations**: [What drives your career interests?]

### Medium-term Goals (2-3 years)

1. [Specific goal with timeline]
2. [Specific goal with timeline]
3. [Specific goal with timeline]

### Short-term Goals (This Academic Year)

1. [Specific, measurable goal]
2. [Specific, measurable goal]
3. [Specific, measurable goal]

## Current Skills Assessment

### Technical Skills

Rate your current level (1=Beginner, 2=Developing, 3=Proficient, 4=Advanced, 5=Expert)

**Programming and Data Analysis**: - Python: [1-5] - [Comments on experience/needs] - R: [1-5] - [Comments on experience/needs] - Statistical Analysis: [1-5] - [Comments on experience/needs] - Machine Learning: [1-5] - [Comments on experience/needs] - Data Visualization: [1-5] - [Comments on experience/needs]

**Research Methods**: - Experimental Design: [1-5] - [Comments] - Survey Design: [1-5] - [Comments] - Qualitative Methods: [1-5] - [Comments] - Literature Review: [1-5] - [Comments] - Ethics and IRB: [1-5] - [Comments]

**Domain-Specific Skills**: - [Skill relevant to your research area]: [1-5] - [Comments] - [Skill relevant to your research area]: [1-5] - [Comments] - [Skill relevant to your research area]: [1-5] - [Comments]

### Professional Skills

**Communication**: - Technical Writing: [1-5] - [Comments] - Public Speaking: [1-5] - [Comments] - Grant Writing: [1-5] - [Comments] - Science Communication: [1-5] - [Comments]

**Leadership and Management**: - Project Management: [1-5] - [Comments] - Team Leadership: [1-5] - [Comments] - Mentoring: [1-5] - [Comments] - Conflict Resolution: [1-5] - [Comments]

**Professional Development**: - Networking: [1-5] - [Comments] - Career Planning: [1-5] - [Comments] - Time Management: [1-5] - [Comments] - Work-Life Balance: [1-5] - [Comments]

## Skill Development Plan

### Priority Skills for Development

1. **[Skill Name]**
   * **Current Level**: [1-5]
   * **Target Level**: [1-5]
   * **Timeline**: [When to achieve target]
   * **Development Strategy**: [How you’ll develop this skill]
   * **Resources Needed**: [Courses, mentoring, practice opportunities]
   * **Success Metrics**: [How you’ll measure progress]
2. **[Skill Name]**
   * **Current Level**: [1-5]
   * **Target Level**: [1-5]
   * **Timeline**: [When to achieve target]
   * **Development Strategy**: [How you’ll develop this skill]
   * **Resources Needed**: [Courses, mentoring, practice opportunities]
   * **Success Metrics**: [How you’ll measure progress]
3. **[Skill Name]**
   * **Current Level**: [1-5]
   * **Target Level**: [1-5]
   * **Timeline**: [When to achieve target]
   * **Development Strategy**: [How you’ll develop this skill]
   * **Resources Needed**: [Courses, mentoring, practice opportunities]
   * **Success Metrics**: [How you’ll measure progress]

### Learning Opportunities

**Formal Training**: - [ ] [Course/workshop name] - [Timeline] - [How it supports goals] - [ ] [Course/workshop name] - [Timeline] - [How it supports goals]

**Experiential Learning**: - [ ] [Project/role/opportunity] - [Timeline] - [Skills developed] - [ ] [Project/role/opportunity] - [Timeline] - [Skills developed]

**Mentoring and Coaching**: - [ ] [Type of mentoring needed] - [From whom] - [Focus areas]

## Research and Academic Goals

### Research Objectives

**Primary Research Focus**: [Your main research area/question]

**Research Goals This Year**: 1. [Specific research goal with timeline] 2. [Specific research goal with timeline] 3. [Specific research goal with timeline]

### Publication Goals

**This Academic Year**: - [ ] [Paper 1]: [Target journal/conference] - [Timeline] - [Your role] - [ ] [Paper 2]: [Target journal/conference] - [Timeline] - [Your role]

**Longer-term Pipeline**: - [Paper idea]: [Development timeline] - [Collaboration needs] - [Paper idea]: [Development timeline] - [Collaboration needs]

### Presentation and Dissemination Goals

**Conferences and Workshops**: - [ ] [Conference name] - [Date] - [Presentation type] - [Topic] - [ ] [Conference name] - [Date] - [Presentation type] - [Topic]

**Other Dissemination**: - [ ] [Blog posts, podcasts, public talks, etc.]

## Professional Development Activities

### Networking and Community Engagement

**Professional Organizations**: - [ ] [Organization name] - [Membership level] - [Participation goals]

**Networking Goals**: - Meet [number] new professionals in [field/area] - Strengthen relationships with [specific people/groups] - Attend [number] networking events or conferences

### Service and Leadership

**Internal Service** (Lab/Department/University): - [ ] [Service role] - [Timeline] - [Skills developed]

**External Service** (Professional Community): - [ ] [Service role] - [Timeline] - [Skills developed]

**Leadership Opportunities**: - [ ] [Leadership role/project] - [Timeline] - [Goals]

### Teaching and Mentoring

**Teaching Experience**: - [ ] [Teaching role] - [Timeline] - [Learning objectives]

**Mentoring Activities**: - [ ] [Mentoring role] - [Who you’ll mentor] - [Goals]

## Support and Resources Needed

### From Primary Mentor/Supervisor

* **Research Guidance**: [Specific areas where you need guidance]
* **Career Advice**: [Career planning support needed]
* **Skill Development**: [Skills where you need mentoring]
* **Networking**: [Introductions or connections needed]
* **Opportunities**: [Types of opportunities to watch for]

### From Lab Community

* **Peer Support**: [Areas where peer collaboration would help]
* **Skill Sharing**: [Skills you could learn from lab mates]
* **Collaboration**: [Potential collaborative projects]

### External Resources

* **Training Programs**: [Courses, workshops, certifications needed]
* **Professional Development**: [Conferences, networking events]
* **Equipment/Software**: [Tools needed for skill development]
* **Funding**: [Fellowships, grants, travel funding needed]

## Timeline and Milestones

### Semester 1 Goals

* [Goal 1] - [Deadline]
* [Goal 2] - [Deadline]
* [Goal 3] - [Deadline]

### Semester 2 Goals

* [Goal 1] - [Deadline]
* [Goal 2] - [Deadline]
* [Goal 3] - [Deadline]

### Annual Milestones

* [Major milestone 1] - [Target date]
* [Major milestone 2] - [Target date]
* [Major milestone 3] - [Target date]

## Progress Tracking

### Quarterly Reviews

**Quarter 1 Review** (Date: [YYYY-MM-DD]): - Goals achieved: [List] - Challenges faced: [List] - Adjustments needed: [List]

**Quarter 2 Review** (Date: [YYYY-MM-DD]): - Goals achieved: [List] - Challenges faced: [List] - Adjustments needed: [List]

**Quarter 3 Review** (Date: [YYYY-MM-DD]): - Goals achieved: [List] - Challenges faced: [List] - Adjustments needed: [List]

**Quarter 4 Review** (Date: [YYYY-MM-DD]): - Goals achieved: [List] - Challenges faced: [List] - Adjustments needed: [List]

### Success Metrics

**Quantitative Measures**: - Papers submitted/published: [Target vs. Actual] - Presentations given: [Target vs. Actual] - Skills developed: [Target vs. Actual] - Network connections made: [Target vs. Actual]

**Qualitative Measures**: - Confidence in research abilities: [Self-assessment] - Career clarity and direction: [Self-assessment] - Work-life balance satisfaction: [Self-assessment] - Overall professional growth: [Self-assessment]

## Reflection and Adaptation

### Strengths to Leverage

[What are your key strengths that you can build on?]

### Areas for Growth

[What are the main areas where you need to develop?]

### Potential Obstacles

[What challenges might prevent you from achieving your goals?]

### Mitigation Strategies

[How will you address potential obstacles?]

### Plan Flexibility

[How will you adapt this plan as circumstances change?]

## Signatures and Commitment

**Student/Mentee Commitment**: I commit to actively working toward these goals and regularly communicating with my mentor about progress and challenges.

**Signature**: [Your name] **Date**: [YYYY-MM-DD]

**Mentor Commitment**: I commit to providing guidance, support, and resources to help achieve these development goals.

**Signature**: [Mentor name] **Date**: [YYYY-MM-DD]

**Review Schedule**: This IDP should be reviewed and updated quarterly, with major revisions annually or when career goals significantly change.