

## Building an Individual Development Plan

*Individual Development Plans (IDPs) provide a way for you to plan how you will develop professionally and prepare for the next steps in your career. An IDP should be flexible enough to suit your interests and personal working style, and it should be rigid enough to ensure that you make active progress toward your goals.*

### IDP Steps

- Step 1 Consider the skills, experiences, and qualities that are valued in your academic program(s) and in careers of interest
- Step 2 Assess which of these skills, experiences, and qualities you want to improve long-term and short-term, and brainstorm specific experiences you can seek out
- Step 3 Prioritize experiences to seek out and create SMART goals to ensure you make progress
- Step 4 Discuss your IDP with mentors and others to gather feedback
- Step 5 Implement your IDP and revisit it every 3-6 months

### Step 1: How do you want to develop professionally?

*Answer the following questions with lots of specific details. You can also include learning more about something as a quality you want to develop. For example, you can add “explore careers in science communication” to your career list.*

**What skills are required to be a successful student? What qualities are most valued?**



**What careers are you considering after Duke? What additional skills and qualities are valued in these careers?**

| Careers | Additional Skills & Qualities |
|---------|-------------------------------|
|         |                               |
|         |                               |
|         |                               |
|         |                               |

**Step 2: Setting Priorities and Gaining Experience**

*From the lists from Step 1, choose which skills, experiences, and qualities you want to develop in the short-term (the next 3-6 months) and which you want to build in the long-term (the next 1-2 years). Then, brainstorm different ways for you to gain experience in these areas.*

**Short-term Priorities**

| Skill/Quality | Potential Experiences |
|---------------|-----------------------|
|               |                       |
|               |                       |
|               |                       |
|               |                       |
|               |                       |
|               |                       |
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### Long-term Priorities

| Skill/Quality | Potential Experiences |
|---------------|-----------------------|
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|               |                       |
|               |                       |
|               |                       |
|               |                       |

### Networking

| Who Would Be A Helpful Contact? | Potential Ways to Meet |
|---------------------------------|------------------------|
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|                                 |                        |
|                                 |                        |

### Career Exploration

| What Careers Do You Want to Learn More About? | Potential Ways to Learn More |
|---|------------------------------|
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|   |                              |
|   |                              |
|   |                              |

## Self-Care

Activity, creativity, community, and spirituality

| Ways You Care for Yourself | Potential Ways to Learn More |
|----------------------------|------------------------------|
|                            |                              |
|                            |                              |
|                            |                              |
|                            |                              |

## Step 3: SMART Goals

SMART goals are *Specific, Measurable, Accountable, Realistic, and Time-bound*. Use the table below to outline your SMART goals to help you develop as a professional.

| Specific Goal | How Will Your Success Be Measured? | When Will You Complete This Goal By? | Who Will Hold You Accountable? How Will You Update Them on Your Progress? |
|---------------|------------------------------------|--------------------------------------|---|
|               |                                    |                                      |   |
|               |                                    |                                      |   |
|               |                                    |                                      |   |
|               |                                    |                                      |   |

## Step 4: Mentors' and Others' Feedback

*Gathering input from mentors and others can help you gain insight and set more effective goals. Mentors can include your advisor, faculty members at Duke and other institutions, fellow students, university staff, alumni and other professionals in careers of interest. Seek out a variety of formal and informal mentors who can provide insight on the skills and qualities you want to develop.*

**Who could you recruit as a mentor for your short-term and long-term goals? When could you meet with them to ask for feedback?**

| Potential Mentors | When/How to Ask for Feedback |
|-------------------|------------------------------|
|                   |                              |
|                   |                              |
|                   |                              |
|                   |                              |
|                   |                              |
|                   |                              |

## Step 5: Implement and Revise

*Start using your IDP. Be sure to set a reminder to revise your IDP every 3-6 months and seek additional feedback from mentors and others. You will likely need to revise and adapt some goals to better suit your needs along the way, which is perfectly fine and is to be expected.*

## Overview

|                     |  |
|---------------------|--|
| <u>Contributors</u> | <u>Academic</u>                                    |
| <u>Contributors</u> | <u>Leadership / Campus Involvement / Volunteer</u> |
| <u>Contributors</u> | <u>Career &amp; Professional Development</u>       |
| <u>Contributors</u> | <u>Self-Care</u>                                   |
| <u>Contributors</u> | <u>IDP Goal 1</u>                                  |
| <u>Contributors</u> | <u>IDP Goal 2</u>                                  |

**Contributors:** who provides you with advice, feedback, support, mentorship for these activities? Who are you engaging with?

Notes: