

# Creating Your Individual Development Plan (IDP)

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Career Pathways Program

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## Purpose of the IDP

IDP is designed to assist with:

- (1) Identifying professional goals and objectives
- (2) Assessing skills relative to career goals
- (3) Developing a plan to acquire skills and competencies needed to achieve short- and long-term career objectives

A well-crafted IDP can serve as both a **planning and a communications tool**, allowing you to **identify your career goals** and to **communicate these goals to your mentors and advisors**.

## A Useful Tool

- Help you clarify career goals and expectations
- Supports better communication, planning, and more successful outcomes.
- Develop a plan in consultation with **advisors and mentors** for pursuing these goals
  - Identify and participate in professional development opportunities targeted toward achieving your specific objectives

## The IDP Process

	For You	For Mentors/Advisors
Step 1	Conduct self-assessment	
Step 2	Assess career opportunities and possible career paths (with mentors/advisors)	Discuss career opportunities and possible career paths
Step 3	Write an IDP Share IDP with mentors/advisors and revise	Review IDP and help revise
Step 4	Implement the plan Revise IDP as needed	Establish regular review of progress

## IDP Template (suggested, not required)

- **Areas to develop**
  - Assess your competencies.
  - What do you need to develop?
- **Long-term goals**
  - What will you do to improve in the areas you have identified?
- **Short-term goals**
  - What could you do this year?
- **Overall strategies for reaching goals**
- **Steps and timeline for completion of goals**
  - What steps will you take to accomplish your goals?
  - By when?
- **Available resources**
- **Outcomes**
  - What will you have accomplished to indicate that you have reached your goals?

## Work Session

- Two sets of worksheets in the ‘Getting Started Guide’
  - Self-assessment
  - Preliminary consideration of career paths
  - Goals, strategies, outcomes
- 45 minutes to work at your own pace
  - Ask questions!
- Lessons learned
- Next steps

## Lessons Learned

- Write down 2 things you learned about yourself or about how you need to prepare for career success

## Next Steps

- You've accomplished a lot today!
- What are 2 things you will do over the next 3 months to keep the momentum?