Creating Your Individual Development Plan (IDP)

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Handouts and worksheets are available here: https://sites.wp.odu.edu/careerpathways/idp
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.

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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

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# The IDP Process

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

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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

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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?

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