Creating Your Individual Development Plan (IDP)

Dr. Wie Yusuf
Career Pathways Program
The Graduate School
E-mail: jyusuf@odu.edu

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.

Handouts and worksheets are available here: https://sites.wp.odu.edu/pfp/2017/10/27/idpworkshop/
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

Handouts and worksheets are available here: https://sites.wp.odu.edu/pfp/2017/10/27/idpworkshop/

The IDP Process

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

Handouts and worksheets are available here: https://sites.wp.odu.edu/pfp/2017/10/27/idpworkshop/
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?

Handouts and worksheets are available here: https://sites.wp.odu.edu/pfp/2017/10/27/idpworkshop/

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**

Handouts and worksheets are available here: https://sites.wp.odu.edu/pfp/2017/10/27/idpworkshop/
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?

Handouts and worksheets are available here: https://sites.wp.odu.edu/pfp/2017/10/27/idpworkshop/