

## **INDIVIDUAL DEVELOPMENT PLAN**

This worksheet will guide you and help you develop your Individual Development Plan (IDP). It is meant to help you explore your skills, interests, and values (exercises 1-4), and will help you come up with a plan to develop the skills you will need to accomplish your career goals (exercises 5-6). You should re-do your IDP once a year (you can find updated versions of this document on our website) to keep tab on the progress you are making towards your goals, and also to see how your experiences change your interests over time.

### **How to use:**

1. **Rule #1:** Don't think too hard on the answers of exercises 1-4. The first answer that comes to your head after you read the prompt is likely the right one. If you start thinking about what are the answers that you think you should pick, or if this particular interest is related to a job you think you are interested in, it will not work.
2. **Rule #2:** Be honest with and about yourself. The only way this works is if you are honest with yourself about your skills and interests. Do not give responses thinking they will sound impressive or because you want someone else to think that about you. This is your IDP, and it is an "Individual" one for a reason.
3. Read the instructions, make sure you understand what is it that the exercise wants you to do, and THEN begin answering the questions or selecting/rating/ranking from among the options.
4. Do exercises 1-4 sequentially and in order. It should take you 10-30 minutes. You can do exercise 5-6 by yourself, calmly, at another time if you chose to.

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### Exercise 1. Skills Inventory:

Select 15 skills from the list below that you believe are essential for the profession/career you wish to pursue

<b>Communication</b>	<b>Leadership</b>	<b>Planning/Organization</b>
Write clearly	Set goals and plan a course of action	Make predictions
Editing and Proofreading	Organize tasks to achieve a goal	Generate ideas
Present ideas clearly	Generate and initiate ideas	Identify problems/solutions/actions
Effective public speaking	Analyze and prioritize tasks	Consider alternative options
Listen attentively and objectively	Delegate responsibility	Plan group events/outings
Facilitate group discussions	Problem solve	Identify resources
Negotiate effectively	Create innovative solutions	Gathering of information
Persuade others	Conduct meetings	Setting goals/objectives
Respond appropriately to feedback	Manage/supervise groups	Observe and discover
Provide appropriate feedback	Coach/train others	Prioritize and organize tasks
Express feelings though body language	Communicate with people at all levels	Coordinate people, activities, action plans/guidelines
Respond to non-verbal cues	Follow up and evaluate progress	Compile and analyze data
Convey positive self-image	Manage projects	Time management
Write technical (lab) reports	Negotiate terms	Develop evaluation strategies
Write non-technical writings	Promote and adapt to change	Formulate conclusions
Comfortable with public speaking	Teach, instruct, or inform groups	Meet deadlines
Extract pertinent information from textbooks/journals/lectures	Accepting responsibility	Compare and evaluate data and information
<b>Interpersonal Relations</b>	<b>Problem-solving</b>	<b>Teamwork</b>
Develop rapport	Anticipate problems	Collaborate with others
Listen carefully and attentively	Identify problems and cause	Motivate others
Motivate others	Develop solutions/actions	Listen and consider other ideas
Perceive and convey feelings	Utilize innovations	Communicate effectively
Provide support for others	Enlist input from others	Provide support to others
Collaborate with others	Implement plan of action	Sense of accountability
Advise/counsel others	Multitask	Engage and participate with team
Exhibit patience	Attention to detail	Meet team expectations
Persuade others to complete tasks or see alternative point of view		Manage conflicts and facilitate resolutions
Initiate and maintain relationships	<b>Management</b>	Share decision making
Anticipate others needs	Delegate responsibility and review progress	Manage conflicts and facilitate resolutions
Communicate well with diverse groups/other cultures	Develop and facilitate work groups	Determine team strengths and assign task accordingly
Empower and encourage others	Helping people complete a task	Facilitate brainstorming activities
Facilitate conflict management	Time management	Consult others to problem solve
Create positive, hospitable environs	Manage projects and personnel	Advise and coach others
Advocate for others	Increase productivity and efficiency to achieve goals	
	Provide training and development	

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**Exercise 2. Skills Self-Assessment: Your ability to do something**

Rate the 15 skills you selected in Exercise 1 based on the scale below:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I need to work a lot on this to become proficient		I am proficient and competent in this skill		I EXCEL at this task/skill

#	Skill/Task	Rating
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

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**Exercise 3. Interests Self-Assessment: Your involvement in everyday tasks**

Rate each task based in the scale below:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I would NOT be happy performing this task every day of my career		I would not care if I have to perform this task every day at work		I would be VERY excited in a career where I would be performing this task every day

<b>Task</b>	<b>Rating</b>
Maintain detailed records	
Processing confidential information	
Perform administrative/managerial functions (responsible for staff, budget, planning)	
Advocate for individual and community needs	
Analyze statistical information to estimate mortality, accident, sickness, disability and retirement rates	
Review or interpret other people's results	
Write technical reports or articles	
Gather data or observations	
Work as part of teams, each member with individual responsibilities	
Interact with clients or trainees	
Work outdoors	
Work exclusively by myself	
Assist an expert to deliver services/results	
Work with customers to identify and serve their needs	
Manage a large group of people	
Be an expert and be solely responsible for the performance/function of my job	
Spend most of my time figuring out deficiencies on a process/troubleshooting	
Read and/or proof other people's writings	
Make decisions that can impact other people's lives	
Talk to large groups of people	
Organize lists and keeping track of inventory	
Keep up-to-date with the latest in a rapid-changing field	
Come up with solutions for complex problems as part of a team of experts	
Present results to more senior staff	
Work indoors	
Have to constantly receive training to keep up to date with the basic functions of my job	
Assist with on-the-job training of new co-workers	
Design ways to test equipment	
Hold suppliers or co-workers accountable for delivering product/results, adhering to a schedule	
Evaluate the effectiveness of an activity and recommend changes to a group of strangers	
Support the safe practice of work-related tasks	
Identify areas lacking in other/my field or job and come up with ways to improve them	

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**Exercise 4. Values Self-Assessment: Your judgement of what is important in life**

Read the ten career values below and rank them from one to ten, based in the scale below:

<b>1</b>	<b>2   3   4   5   6   7   8   9</b>	<b>10</b>
I do not need this value in my career to be fulfilled		I would not be happy in a career without this value

<b>Value</b>	<b>Ranking</b>
<i>Influence People:</i> Be in a position to change attitudes or opinions	
<i>Working Alone:</i> Work in projects by myself, with little contact with others	
<i>Job Security:</i> Be assured of keeping my job and salary	
<i>Benefits Available:</i> Have health insurance, retirement benefits, tuition reimbursements, and other employer-sponsored benefits	
<i>Earning Potential:</i> Have a salary that allows me to purchase essentials as well as some luxuries in life	
<i>Location:</i> Live in a place that is conducive to my lifestyle	
<i>Work/Life Balance:</i> Have flexible hours that allow you to balance your personal life with your career aspirations	
<i>Job Fulfillment:</i> Have a career that aligns perfectly with my personal passions in all aspects of my life	
<i>Giving Back:</i> Be in a position to give back to my community as part of my job	
<i>Day-to-Day Stability:</i> Have consistent responsibilities and task over time that do not require me to develop new skills constantly	

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**Exercise 5. Set your SMART Goals:**

Identify and write one to three SMART goals that you wish to accomplish in the next year, in the next five years, and throughout your life/career. The goals can be academic, personal, or professional.

**How to set a SMART goal?**

- S – Specific – Is it focused and unambiguous?
- M – Measureable - Could someone determine whether or not you achieved this goal?
- A – Action – Oriented/Attainable - Did you specify the action you will take?
- R – Realistic/Relevant – Considering the difficulty and timeframe, is this goal attainable?
- T – Time-bound – Did you specify a deadline?

Image from orangeshoe.com (<http://orangeshoe.com/2014/12/22/goal-setting-smart-goals/>)

In ONE year, I want to:

Goal #	Your SMART Goal
1A	
1B	
1C	

In FIVE years, I want to:

Goal #	Your SMART Goal
5A	
5B	
5C	

Throughout my life/career, I want to:

Goal #	Your SMART Goal
L A	
L B	
L C	

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**Exercise 6. Your Individual Development Plan**

For each one of your SMART goals, identify 2-3 of the skills you selected in the Skills Self-Assessment (Exercise 2) that you think will be essential to accomplish them (you can also use any of the skills listed on Exercise 1). Identify activities/strategies/actions that you can undertake to improve your competency in each skill and by when do you want to have accomplish each strategy.

<b>Goal</b>	<b>Skill needed</b>	<b>Strategy</b> (what you want to do to become more competent in this skill)	<b>Timeframe</b>
1A			
1B			
1C			
5A			
5B			
5C			
LA			
LB			
LC			