

Individual Development Plans

PTX Career Development Workshop
September 22, 2014

Janice Morand, PhD
Internship and Career Center

AGENDA

- Individual Development Plans (IDPs)
 - What are IDPs?
 - Why do an IDP?

- myIDP at ScienceCareers.org

- Graduate Students/Postdocs
 - Self-assessment

INDIVIDUAL DEVELOPMENT PLAN

- An **individual development plan (IDP)** is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance.

United States Office of Personnel Management

- Use of IDPs is well established in industry and government settings.



INDIVIDUAL DEVELOPMENT PLAN

An IDP is a written plan for professional skills development

Individual: Your *unique* training and career goals

Development: *Improvement/maturation* needed to achieve your goals

Plan: *Specific steps and goals* rather than a random walk

From "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.



INDIVIDUAL DEVELOPMENT PLAN

- Ideally an IDP
 - Encourages consideration of career development goals
 - Includes specific, time-delineated career and professional development goals
 - Is discussed and agreed upon by employee and supervisor (graduate student/post doc and mentor)

WHAT DOES AN IDP LOOK LIKE?

A written list of goals (project, skills, career) mapped onto a timeline.

May 2014:

- Continue with RNAi experiments; send samples to collaborator
- Submit abstract to ASCB conference
- Prepare for guest lecture (see teaching skills development)

June 2014

- Continue with RNAi experiments; follow up with collaborator data
- Outline paper 1
- Start reading list for learning more about mouse genetics
- Google or design a teaching evaluation form
- Give practice talk for guest lecture
- Teach guest lecture and get feedback (see teaching skills development)

Adapted from "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.

WHY DO AN IDP?

- Encouraged by NIH
- Goal Setting Works

NIH NOTICE

July 23, 2013

- NIH encourages institutions to assist graduate students and postdoctoral researchers to achieve their career goals within the biomedical research workforce through the use of Individual Development Plans (IDPs).
- Institutions are encouraged to report on this in all progress reports submitted on/after October 1, 2014

NIH

- NIH encourages grantees to **develop institutional policies** requiring an IDP be implemented for every graduate student and postdoctoral researcher supported by any NIH grant by October 1, 2014.
- No specific format recommended.

GOAL SETTING WORKS

- Thinking about goals motivates people to pursue them.
- Developing specific rather than general goals helps people to achieve them.
- Developing and implementing strategies to pursue career goals leads to:
 - ✓ Higher salaries
 - ✓ Promotions
 - ✓ More responsibility
 - ✓ Greater satisfaction

Think it, write it, say it, do it!

From "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.

GOAL SETTING WORKS

Sigma Xi Postdoctoral Survey

Geoff Davis, "Improving the Postdoctoral Experience: An empirical approach", 2005

7,600 postdocs nationwide

What variables are correlated with ... ?

- Satisfaction
- Best advisor relations
- Least lab conflicts
- Most productivity

From "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.



GOAL SETTING WORKS

Sigma Xi Postdoctoral Survey

Greatest Impact - Having a Plan

Compare those with a plan to those without:

- Higher satisfaction scores
- Higher advisor ratings
- **More productive**
 - 30% more first-authored papers
 - 25% more grant proposals

From "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.



GOAL SETTING WORKS

- Focuses your efforts
- Written contract
 - Between you and yourself
 - Between mentee and mentor

Adapted from "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.



GOAL SETTING WORKS

“The discipline of **writing** something down is the **first step toward making it happen**. In conversation you can get away with all kinds of vagueness and nonsense, often without even realizing it. But there’s something about putting your thoughts on paper that forces you to get down to **specifics**. That way, **it’s harder to deceive yourself or anybody else.**”

-Lee Iacocca



myIDP OVERVIEW

- myidp.sciencecareers.org
- In 2003, the Federation of American Societies for Experimental Biology (FASEB) proposed an IDP framework for postdoctoral fellows in the sciences.
- Expanding on that framework, myIDP is a unique, web-based career-planning tool tailored to meet the needs of PhD students and postdocs in the sciences.

myIDP OVERVIEW

- **Authors**
 - **Cynthia Fuhrmann, PhD**, Assistant Dean for Career & Professional Development in the Graduate School of Biomedical Sciences, University of Massachusetts Medical School (*UC Davis Alum*).
 - **Jennifer Hobin, PhD**, Director of Science Policy at the Federation of American Societies for Experimental Biology (FASEB).
 - **Bill Lindstaedt, MS**, Director of the Office of Career and Professional Development at UCSF.
 - **Philip Clifford, PhD**, Associate Dean of the Graduate School of Biomedical Sciences, Professor of Anesthesiology and Physiology and Director of the Office of Postdoctoral Education at the Medical College of Wisconsin.

myIDP.sciencecareers.org

Individual Development Plan Overview

An Individual Development Plan (IDP) is a structured planning tool designed to help you:

- identify long-term career goals that fit with your unique skills, interests, and values.
- make a plan for improving your skills.
- set goals for the coming year to improve efficiency and productivity, and
- structure productive conversations with your mentor(s) about your career plans and development.

This module will guide you through the process of creating an IDP:

- 1. Self-assessment**
Consider your skills, values, and interests.
- 2. Career exploration**
Learn about career options for PhD-level scientists, and compare your skills, interests, and values to each option.
- 3. Set goals**
Make a concrete plan for how you will improve your skills, build your network, and get the experience you need to prepare for your future careers.
- 4. Implement plan**
Recruit mentors to help with various parts of your plan.

Navigation Menu:

- Overview
 - Overview Summary
 - Personal Information
- Assessment
 - Skills Assessment
 - Interests Assessment
 - Values Assessment
- Career Exploration
 - Consider Career Fit
 - Read About Careers
 - Attend Events
 - Talk to People
 - Choose a Career Path
- Set Goals
 - Career Advancement Goals
 - Short Goals
 - Project Goals
- Implement Plan
 - Mentoring Team
 - myIDP Summary

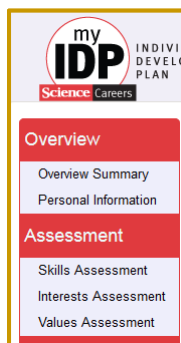
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4 PHASES OF THE IDP PROCESS

- 1. Self-assessment**
Consider your skills, values, and interests.
- 2. Career exploration**
Learn about career options for PhD-level scientists, and compare your skills, interests, and values to each option.
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Make a concrete plan for how you will improve your skills, build your network, and get the experience you need to prepare for your future career.
- 4. Implement plan**
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SELF ASSESSMENT



- SKILLS
- INTERESTS
- VALUES

SELF ASSESSMENT-SKILLS

SKILLS: identify the scientific skills and knowledge areas in which you are proficient and those that could use some attention; divided into broad categories e.g. scientific knowledge, research skills, communication

- **Examples:** **see handout**, statistical analysis, writing scientific publications, meeting deadlines, dealing with conflict, careful recordkeeping practices
- **Recommendation:** Trainee complete self assessment; faculty mentor assess mentees skills; discuss.

SELF ASSESSMENT-INTERESTS

INTERESTS: intended to define scientific tasks that you **enjoy doing** and would like to include as integral elements of your career

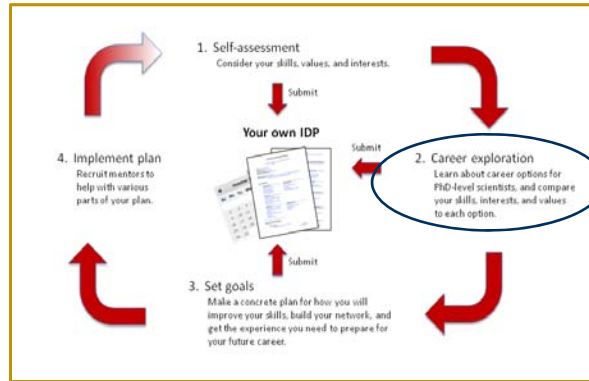
- Examples: Designing experiments, writing grant proposals, analyzing financial data, developing curricula, research with human subjects

SELF ASSESSMENT-VALUES

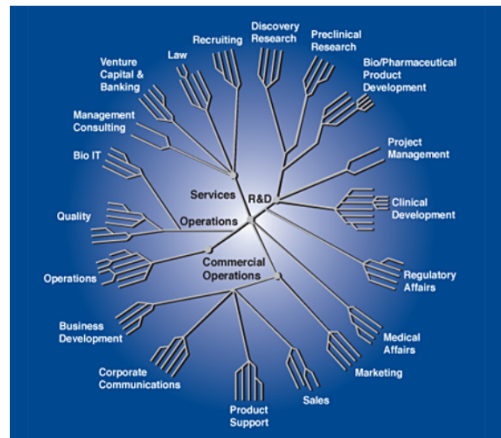
VALUES: determine "What is most important to me? What rewards or outcomes do I want from my work?"

- Examples: teamwork, intellectual challenge, fast paced, earning potential, risk taking, flexible schedule.

4 PHASES OF THE IDP PROCESS



AN ABUNDANCE OF OPTIONS

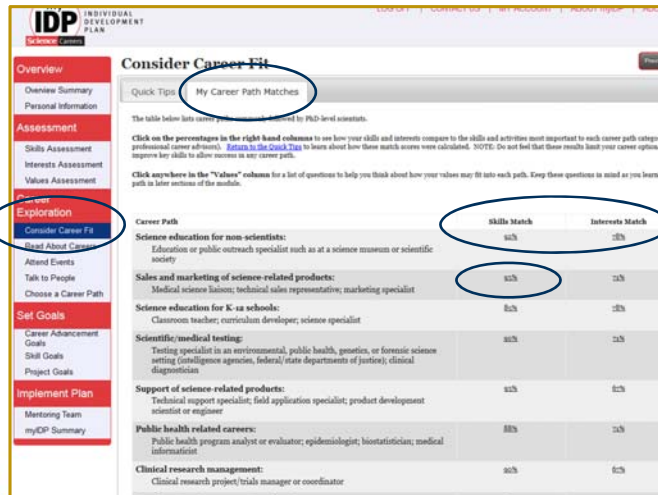


Career Opportunities in Biotechnology and Drug Development; Toby Freedman

myIDP CAREER EXPLORATION

- myIDP Career Path Matches
 - Based on responses to the Skills and Interests assessments
- Career Exploration
 - 20 career categories

myIDP CAREER PATH MATCHES






Career Path	Skills Match	Interests Match
Science education for non-scientists: Education or public outreach specialist such as at a science museum or scientific society	65%	75%
Sales and marketing of science-related products: Medical science liaison; technical sales representative; marketing specialist	65%	75%
Science education for K-12 schools: Classroom teacher; curriculum developer; science specialist	65%	75%
Scientific/medical testing: Testing specialist in an environmental, public health, genetics, or forensic science setting (intelligence agencies, federal/state departments of justice), clinical diagnostician	65%	75%
Support of science-related products: Technical support specialist; field application specialist; product development scientist or engineer	65%	65%
Public health related careers: Public health program analyst or evaluator; epidemiologist; biostatistician; medical informaticist	85%	75%
Clinical research management: Clinical research project/trials manager or coordinator	65%	65%

myIDP SKILLS MATCHES

Skills Matches for Sales and marketing of science-related products

Skill	your rating	expert rating
Basic writing and editing	4	4.07
Writing scientific publications	3	1.67
Writing grant proposals	4	1.2
Writing for nonscientists	4	3.2
Speaking clearly and effectively	5	4.53
Presenting research to scientists	4	3.13
Presenting to nonscientists	5	3.2
Teaching in a classroom setting	5	1.13
Training and mentoring individuals	5	2.13

myIDP CAREER EXPLORATION



[LOG OFF](#) | [CONTACT US](#) | [MY ACCOUNT](#) | [ABOUT myIDP](#) | [ABOUT Science Careers](#)



Overview

Overview Summary

Personal Information

Assessment

Skills Assessment

Interests Assessment

Values Assessment

Career Exploration

Consider Career Fit

Read About Careers

Related Events

Talk to a Peer

Choose a Career Path

Set Goals

Career Advancement Goals

Skill Goals

Project Goals

Implement Plan

Mentoring Team

myIDP Summary

Read About Careers

Quick Tips | Resources | My Notes

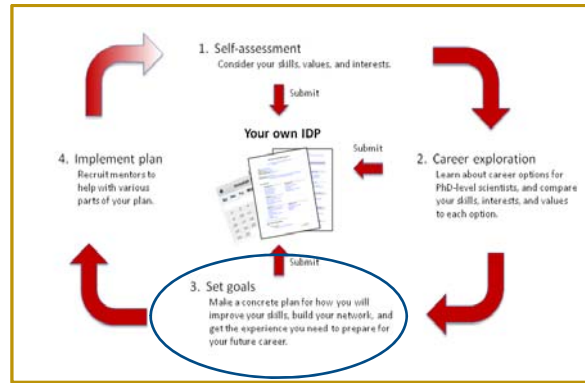
The table below lists the same career paths as on the prior "Consider Career Fit" page, again ordered by degree of match to your skills and interests. Click on each "Read More" link to find resources associated with each career path.

Career Path	
Science education for non-scientists: Education or public outreach specialist such as at a science museum or scientific society	Read More
Sales and marketing of science-related products: Medical science liaison; technical sales representative; marketing specialist	Read More
Science education for K-12 schools: Classroom teacher; curriculum developer; science specialist	Read More
Scientific/medical testing: Testing specialist in an environmental, public health, genetics, or forensic science setting (intelligence agencies, federal/state departments of justice); clinical diagnostician	Read More
Support of science-related products: Technical support specialist; field application specialist; product development scientist or engineer	Read More
Public health related careers: Public health program analyst or evaluator; epidemiologist; biostatistician; medical informaticist	Read More
Clinical research management: Clinical research project/trials manager or coordinator	Read More
Teaching intensive careers in academia: A primarily teaching faculty position in a research university, liberal arts college, community college	Read More
Drug/device approval and production:	Read More





4 PHASES OF THE IDP PROCESS



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GOAL SETTING USING myIDP

Overview

- Overview Summary
- Personal Information

Assessment

- Skills Assessment
- Interests Assessment
- Values Assessment

Career Exploration

- Consider Career Fit
- Read About Careers
- Attend Events
- Talk to People
- Choose a Career Path

Set Goals

- Career Advancement Goals**
- Skill Goals
- Project Goals

Career Advancement Goals

Quick Tips | My SMART Goals

Create a plan for this year

Now that you have selected two long-term career goals to aim for, the next step is to set specific goals:

- Career advancement goals** to help you move forward in your career
- Skills development goals** to improve upon skill and knowledge areas in which you are interested
- Project completion goals** to help you stay on top of the various projects you are currently working on

For each of these broad goal categories you will set more specific goals (called "SMART Goals") in your 12-month planner. As you move through each "Setting Goals" section, read the Quick Tips for more information.

Get started... with Career Advancement Goals

Progress toward your ideal career path will greatly benefit from achieving various goals, such as:

- expanding your professional network
- updating your CV
- identifying new mentors
- reading about career options
- attending career-related events
- doing informational interviews

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 - Attainable - Did someone of your abilities really do it?
R - Relevant - Is it important to you?
T - Timely - Do you have a deadline for when you will do it?

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GOAL SETTING USING myIDP

- **Career advancement goals** to help you move forward in your career; for example, read articles/books about medical device industry.
- **Skills development goals** to improve upon skill and knowledge areas in which you may be deficient; remember skills require practice.
- **Project completion goals** to help you stay on top of the various projects you are working on; for example writing a paper, completing data analysis.

SETTING GOALS

- | | |
|-------------------------|-------------------------|
| S pecific | - smaller task |
| M easurable | - can measure success? |
| A ction-oriented | - how verbs |
| R ealistic | - difficulty and timing |
| T ime-bound | - set a deadline |

GOAL SETTING USING myIDP

Project Completion Goals

Quick Tips | **My SMART Goals**

Next, set one or more goals for completing projects, such as writing a paper, preparing for a conference, teaching a course, or completing to check abstract deadlines, grant deadlines, etc.

Add a new SMART Goal

SMART Goal

Is this a recurring activity? No Yes

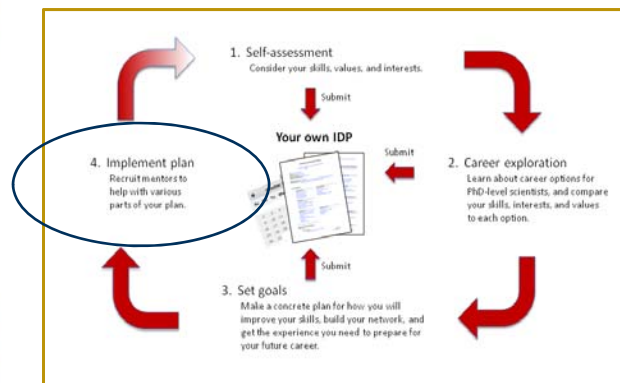
Start Date

Target Completion Date

How will you be accountable?

No SMART Goals have been added yet.

4 PHASES OF THE IDP PROCESS



PRINT SECTIONS OF IDP

Individual Development Plan Summary

Quick Tips | **Print myIDP**

It may be useful to share parts of your IDP with others, or to keep a copy for yourself.

Select Plan Sections to Include in Report

By default, all sections of your IDP will be shown in this summary report. If you prefer to hide one or more sections, then please click on the box below to de-select that section.

- Personal Information: Position start and end dates, Institution, Research Project
- Mentoring Team
- Self-Assessments
 - Top values (score = 3)
 - Top Interests (score = 3)
 - Strong skills areas (score = 3)
 - Weak skills areas (score = 1)
 - Activities to avoid (score = 1)
 - Skills assessment summary table
 - Interests assessment summary table
 - Values assessment summary table
- Career Exploration Progress
 - Career Goals
 - Plan A
 - Plan B
 - Skills Development Goals
 - SMART Goals for: Writing scientific publications
 - SMART Goals for: Managing data and resources
 - Career Advancement Goals
 - Project Completion Goals
 - Goals Summary

Show Report

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PRINT CERTIFICATE OF IDP

myIDP Certificate Of Completion

Quick Tips | **Certificate of Completion**

The parts of myIDP that you have completed are indicated below. Click on the appropriate button

Janice Morand completed the following steps of myIDP as of **Sunday, September 21, 2014**:

Self-Assessments

- Skills
- Interests
- Values

Career Exploration

- Read about careers
- Attended career development events
- Made new networking contacts or conducted informational interviews

Identified Long-Term Career Goals

- Plan A
- Plan B

Set SMART Goals

- Career Advancement Goals
- Skills Development Goals
- Project Completion Goals

Mentoring

- Identified mentor(s)
- Discussed goals with mentor(s)

Check this box to confirm that you discussed your goals with your mentor(s).

Download | Email as attachment to: note: will automatically

Generate PDF

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my IDP
INDIVIDUAL DEVELOPMENT PLAN
Science Careers

myidp.sciencecareers.org

CERTIFICATE OF COMPLETION

Janice Morand completed the following steps of myIDP as of September 21, 2014

SELF-ASSESSMENTS Skills
 Interests
 Values

CAREER EXPLORATION Read about careers
 Attended career development events
 Made new networking contacts or conducted informational interviews

IDENTIFIED LONG-TERM CAREER GOALS Plan A
 Plan B

SET SMART GOALS Career Advancement Goals
 Skills Development Goals
 Project Completion Goals

MENTORING Identified mentor(s)
 Discussed goals with mentor(s)

Please note that only those sections with a check-mark have been completed.

AAAS

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IDP ANNUAL CYCLE

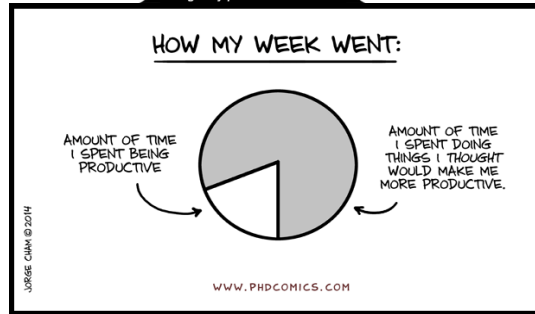
- **Develop** IDP
- **Share** with mentor/supervisor
- **Implement**, put plan into action
- **Review** the plan and progress with mentors or colleagues regularly, e.g. annual committee meeting
- **Revise** the plan as necessary

Do an annual IDP

Adapted From "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.

IMPLEMENT YOUR PLAN

>>originally published 4/18/2014



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Thank You!

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Group Session: Graduate Students and Postdoctoral Scholars

PTX Career Development Workshop
September 22, 2014

Janice Morand, PhD
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AGENDA

- Intro to Career Develop
- Values Assessment
- Skills Development
- Discussing IDP with Mentor

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INTRO TO CAREER DEVELOPMENT



The diagram consists of two blue upward-pointing arrows on the left. The top arrow is followed by the text 'Self Awareness'. Below this is a plus sign '+'. The second arrow is followed by the text 'Occupational Awareness'. To the right of this text is an equals sign '='. Below the entire equation is a grey rectangular box containing the text 'Better career decisions' in blue.

Self Awareness + Occupational Awareness = Better career decisions

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INTRO TO CAREER DEVELOPMENT

- Careers are forged, not foretold!
- People need to be encouraged to set trajectories for themselves, but revise them constantly in response to changing context and the new possibilities offered.
A.G. Watts

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VALUES

- Deeply held commitments that influence your thinking when you are faced with choices
- Defined by actions
- Change with time

Ignoring your values may create feelings of unrest in your life

VALUES EXERCISE

- Have you ever wanted to quit a job?
- WHY?

VALUES

- Complete the myIDP values assessment

myIDP INDIVIDUAL DEVELOPMENT PLAN
Science Career

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Overview
Personal Information
Assessment
Skills Assessment
Values Assessment
Career Exploration
Set Goals

Values Assessment

Quick Tips My Assessment Summary

Rate how important it is for you and your future career path to include each of the following values, where:
1 = Unimportant
5 = Essential

1 = Unimportant 2 = Essential

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Help Society: contribute to betterment of world.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Help Others: be involved with directly helping individuals or small groups.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	People Contacts: have day-to-day contact with clients or colleagues.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Teamwork: work in collaboration with others as part of a team.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Friendship: develop close personal relationships with people at work.
1 = Unimportant 2 = Essential					
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Congratial Atmosphere: work with friendly colleagues.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Competition: engage in activities that test my abilities/achievements against others/achievements.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Make Decisions: have authority to decide course of action, policies, etc.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Fast Paced: work in a busy atmosphere with frequent deadlines.
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	Supervision: be directly responsible for work done by others.

VALUES EXERCISE

- Partner with one other person
- Talk about 1 or 2 values that you would be most reluctant to give up in your life.
- Discuss how this value may impact your career
- Name one thing that you've done in the last 7 days that is true to your values

SKILLS EXERCISE

- Select one skill from the myIDP Skills Assessment that you'd like to improve
- Partner with one other person
- Discuss how you might improve in this skills area- **be specific.**

DISCUSSING YOUR IDP WITH YOUR MENTOR

- A primary goal of creating an IDP is to solicit help from mentor(s).
- Make an appointment separate from other lab meetings; the discussion may take multiple meetings.
- An environment away from the lab will eliminate distractions.

DISCUSSING YOUR IDP WITH YOUR MENTOR

- Be positive – I've really enjoyed my last year in the lab and I feel I've made progress on project X.
- Do NOT attempt to share entire IDP – prepare a concise written outline for the meeting.
- Prepare a prioritized list of requests.
- Be prepared to negotiate!

From "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.



SEEK ASSISTANCE

- Mentors
- Colleagues
- Internship and Career Center

phdcareers@ucdavis.edu



Thank You!

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