**Individual Development Plan (IDP)**

The following serve as a guide for faculty to develop an Individual Development Plan (IDP) that fits their team members’ needs best. IDPs should be completed at least once a year.

**Template II**

**Motivation**

An Individual Development Plan (IDP) is meant to be for your support.

Note that the IDP will not replace your regular meetings with your mentor, but aims to provide a more general structure, the chance to “look at the bigger picture,” and the opportunity to discuss anything that would be forgotten otherwise.

Please fill this questionnaire out until next time we meet one-on-one and we will discuss it together. Nobody else will see this document (unless you request otherwise).

The suggested number of items/answers are listed in brackets.

**Background**

Your name and position in the lab:

Date filled out (YY-MM-DD):

Anticipated update of this questionnaire (2-12 months from now) (YY-MM-DD):

**Questions**

Since the last time you filled out this questionnaire (or in the last months), what are the achievements that you are proud of or other good things that happened? Please list anything that was important to you, such as papers you worked on, fellowship proposals you wrote, techniques you learned, posters you presented, challenges you overcame (e.g. talking to someone in your field you didn't know yet), talks you gave, projects you designed papers you read, lab meetings in which you were more vocal, etc. Please do not judge anything by what others might think -- if it was important to you, then that is the only thing that counts. List as many things as you like.

Since the last time you filled out this questionnaire (or in the last months), what are the things you hoped would go better? (1-5)

What are the main goals you would like to achieve between now and the next time you fill out this questionnaire? (1-3)

What are other goals you would like to achieve between now and the next time you fill out this questionnaire? (1-3)

What scientific/technical skills/knowledge do you feel particularly confident about currently that you are bringing to your project(s) and to the lab in general? (1-3)

What "soft skills"* do you feel particularly confident about at the moment that you are bringing to your project and to the lab in general? (1-3)
Between now and next time you fill out this questionnaire, what might be your biggest challenges with respect to your research/science and development of technical skills? (1-3)

Between now and next time you fill out this questionnaire, what might be your biggest challenges with respect to your development of soft skills? (1-3)

How can your mentor help you address the scientific/technical challenges mentioned above? (1-3)

How can your mentor help you develop the desired soft skills mentioned above? (1-3)

Amongst the challenges listed above, what is the single most important goal for you right now? (1, max. 2)

What do you currently want to do after you finish your time in our lab? (1-3)

What do you currently think you will be doing 10 years from now? (1-3)

What other things should your mentor (me) know about that are important to you right now? (1-3)

* Examples of soft skills

- Strong work ethic
- Positive attitude
- Efficient communication skills
- Time management abilities
- Organizational/planning abilities
- Problem-solving skills
- Acting as a team player
- Self-confidence
- Ability to accept and learn from criticism
- Ability to prioritize tasks
- Strategic planning
- Ability to include different personalities