

UC Postdoc 3-3-3 Individual Development Plan

Instructions:

The Individual Development Plan (IDP) is a guide for you and your advisor to outline your postdoc in steps that will ultimately help you achieve your specified career goals. We encourage postdocs to revisit this form on an annual basis in order to reassess one's goals and progress towards them. Below is a brief outline of the IDP and instructions for each section.

I. The three main goals of your IDP are to:

1. Help identify your career goals, the skills/training required to attain those goals.
2. Delineate a plan and specify a time line for your career as a postdoc.
3. Work with your advisor to develop this plan and to create transparency in your work goals.

II. There are three major components of the IDP:

1. Outlining your career goals
2. Identifying specific skills, training and experience needed to reach your goals
3. Defining the strategy to obtain these skills, training and experience

III. The IDP itself consists of three parts:

1. Long-term career goals, which will be used to assess your progress and help determine future steps
2. Review of work and progress of your previous year. If you have previous IDPs, you can identify past plans that you successfully accomplished.
3. Establish a plan for the upcoming year, by outlining specific goals, skill sets, and strategies.

To begin working on your IDP, consider these examples for each of career goals and skills that may be useful:

1. Career goals:

Establishing goals is an important part of having a successful postdoctoral experience. In addition to determining long-term goals for your career, it also helps to identify short- and medium-term goals for yourself. Here are examples of each:

Short-term (>1 year)	Medium-term (1-3 years)	Long-term (3+ years)
Submit a fellowship/grant	Develop a new experiment	Patent a new technology
Teach a guest lecture	Teach a semester-long class	Obtain a faculty position
Give a seminar	Apply for jobs	Launch a company
Attend a conference	Write and submit a paper	Publish a book

2. Specific skills, training and experience:

Preparing for the next step in your career involves a wide variety of skills, both at and beyond the bench. Here, we have broken these down into professional skills and technical skills. In addition, we identify examples of opportunities to attain these skills.

Professional Skill	Opportunities
Grant writing	Submit fellowships. Help PI write a grant.
Teaching	Guest lectures. Community college courses.
Oral presentation	Departmental seminars. Lab meetings.
Mentoring	Rotation students. Undergraduate assistants.
Poster presentation	Professional meetings. Departmental retreats.
Networking/collaboration	Meetings. Email. Community events.
Writing/publishing	Write a review. Proof-read/help others write.

3. Technical Skills:

A central component of your postdoctoral training should be the development of new technical skills to complement those gained during your graduate work. We encourage developing skills that will help answer your research question. Find collaborators and learn from them.

Remember to include the following skills:

- Those which you already have and plan to maintain or develop further.
- Ones that are already established within the lab which you wish obtain.
- Some which will require collaboration, workshops, or courses to gain.
- Expertise which make you unique and an asset to your lab.

Now, establish your IDP.

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Postdoc's Name: _____

Advisor's Name: _____

Department: _____ Date: _____

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1. Long-term Career Goals

Type of position desired:

Proposed year to apply:

Training and accomplishments needed:

2. Review of Previous Year

Brief review of project and major accomplishments in the past year:

Papers submitted/published:

Grant/Fellowships submitted/awarded:

Honors/Awards:

Meetings Attended (presentation?):

Courses and workshops attended:

Seminar Presentations:

New technical expertise acquired:

Teaching Activities:

Service Activity:

Other activities not listed above:

3. Plans for Upcoming Year

For each item below, indicate how plans contribute to the accomplishment of career goals defined under item.

Research project goals:

Anticipated manuscripts:

Anticipated meetings/workshops:

Anticipated Grant/Fellowship applications:

Anticipated teaching/mentorship activities:

Other plans not listed above:

I certify that I have gone over this completed IDP and agree to its contents. I understand that I may maintain a copy of this for my records.

Postdoc's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____