



IUPUI MENTORING ACADEMY

Creating an Individual Development Plan (IDP)

An Individual Development Plan (IDP) is an important tool for establishing goals and priorities, holding yourself accountable, and enhancing the likelihood of your future success. You can also use your IDP to track progress toward promotion and/or tenure and alignment with organizational goals. Your IDP should cover all aspects of faculty responsibility.

Step 1: Conduct a self-assessment.

- What are your short-, medium-, and long-term professional goals?
- What skills and abilities will help you reach those goals?
- What professional development do you need to achieve your goals?

Step 2: Consult with your mentor.

- Discuss the results of your self-assessment with your mentor.
- Ask your mentor to help you identify career and professional development opportunities.
- Work with your mentor to prioritize your professional development needs.

Step 3: Write and revise your IDP.

- Write a draft IDP that includes your goals, strategies for goal attainment, professional development needs, and resources available and needed.
- Share with your mentor for feedback.
- Use your mentor's feedback to enhance your IDP with strategies and timelines for obtaining needed skills and strengths, acting on objectives, and achieving goals.

Step 4: Implement your IDP and revise/expand as needed.

- Break your larger goals into step-by-step plans with specific timelines.
- Communicate your successes and challenges to your mentor regularly. Use your mentor as an accountability partner.
- Revise and/or expand your IDP as necessary.



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Step 1: Conduct a self-assessment.

1. What are my goals?

(Note: Your goals will develop over time. You may not know right now what your long-term or ultimate goals are.)

- Ultimate goal

- Long-term goal(s) *(5-10 years)*

- Medium-term goal(s) *(2-5 years)*

- Short-term goal(s) *(now-2 years)*

What skills and abilities do I need to reach each of these goals?

What professional development activities will I engage in to gain these skills and abilities?



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Step 2: Consult with your mentor.

Are there other career opportunities for which my mentor thinks I am well-suited? that would help me on my path to my ultimate career goal?

Are there other professional development activities that would help me acquire the needed skills and abilities?

How should I prioritize the professional development needs and activities we've identified?



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Step 3: Write and revise your IDP.

Include your goals, strategies for goal attainment, professional development needs, and resources available and needed.

My Goals

List ultimate, long-term, medium-term, and short-term goals here.

Development Needs

List all the skills and abilities you need to development in order to achieve your goals.



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Year 1 Development Plan

Outline what you will do in year 1 to move toward your goals. Include timelines and deadlines.

Outline how you will assess achievement of your year 1 development plan and progress toward goals.



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Year 2 Development Plan

Outline what you will do in year 2 to move toward your goals. Include timelines and deadlines.

Outline how you will assess achievement of your year 2 development plan and progress toward goals.



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Step 4: Implement your IDP and revise/expand as needed.

In a separate document, begin to break down each of your goals into step-by-step plans with specific timelines.

Accountability Plan

Outline how you will hold yourself accountable to your IDP. Example statements include:

I will meet with my mentor [insert frequency] to review my IDP and my successes and challenges. I will also check in, either in person or via email, with my mentor as activities are completed.

I have identified an additional accountability partner within my cohort. We will hold each other accountable to our IDPs through regular [insert frequency] check-ins.

Timeline for Revising / Expanding my IDP

Establish a timeline for reviewing your IDP with an eye to revising and/or expanding it.