

UMKC Individual Development Plan (IDP)

The Individual Development Plan (IDP) is to be mutually authored by the mentee and mentor(s) and is designed to promote a reciprocal conversation about the mentee's post-graduate professional goals and the alignment of mentee and mentor expectations. It is a live plan of action that should be assessed, expanded, and adjusted at regular intervals during the graduate and postdoctoral scholar/fellow experience. Effective mentoring using the IDP requires that the mentee and mentor(s) meet at least 2-3 times per year to collaboratively design and assess the IDP.

Student Name:

Student ID:

Advisor Name:

PART 1: Career Objectives

The mentee and mentor(s) describe the mentee's primary career objectives beyond the graduate degree or at the conclusion of the postdoctoral scholar/fellow period. As they shape the primary career objectives, they consider not only the mentee's professional goals, but also the mentee's personal ones that affect career choices such as location and work-life balance.

PART 2: Goals and Strategies

Using the “SMART” framework as a basis for discussion, the mentee and mentor(s) identify up to 3 goals beyond the graduate plan of study or postdoctoral scholar/fellow research assignment that will support preparation in achieving the mentee’s career goals, as well as the specific strategies necessary to meeting those goals. In successive meetings, the mentee and mentor(s) assess progress on the originally defined goals and strategies.

SMART=Specific, Measurable, Achievable, Relevant, Time-bound

Goal 1:

Strategy 1:

Specific actions of the mentee and mentor(s) required to execute the strategy:

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Strategy 2:

Specific actions of the mentee and mentor(s) required to execute the strategy:

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Strategy 3:

Specific actions of the mentee and mentor(s) required to execute the strategy:

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Timeline (time required to meet specified goal):

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Assess Progress:

What strategies have been met? Which strategies remain to be met? Is the timeline for meeting all the strategies on target or does it require adjustment? If adjustments are required, how will the timeline be adjusted?

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Goal 2:

Strategy 1:

Specific actions of the mentee and mentor(s) required to execute the strategy:

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Strategy 2:

Specific actions of the mentee and mentor(s) required to execute the strategy:

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Strategy 3:

Specific actions of the mentee and mentor(s) required to execute the strategy:

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Timeline (time required to meet specified goal):

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Assess Progress:

What strategies have been met? Which strategies remain to be met? Is the timeline for meeting all the strategies on target or does it require adjustment? If adjustments are required, how will the timeline be adjusted?

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Goal 3:

Strategy 1:

Specific actions of the mentee and mentor(s) required to execute the strategy:

Strategy 2:

Specific actions of the mentee and mentor(s) required to execute the strategy:

Strategy 3:

Specific actions of the mentee and mentor(s) required to execute the strategy:

Timeline (time required to meet specified goal):

Assess Progress:

What strategies have been met? Which strategies remain to be met? Is the timeline for meeting all the strategies on target or does it require adjustment? If adjustments are required, how will the timeline be adjusted?

PART 3: REALIGNMENT AND FUTURE PLANNING

When the mentee and mentor(s) meet to assess progress on the previously defined goals and strategies, they also consider any necessary reevaluation of the overarching plan. Have the career objectives of the mentee changed significantly? If so, how? Should any of the previously defined goals and strategies be adjusted? If so, how? Should any additional goals and strategies be set? Document any changes to career objectives and adjustments to the goals and strategies below and, if applicable, use the IPD to set any additional goals and strategies, append them to the original plan, and integrate them into the process going forward.