

# Individual Development Plan (IDP) Template<sup>1</sup>

<b>Student name</b>	
<b>Date completed</b>	
<b>Year in program (1<sup>st</sup>, 2<sup>nd</sup>, etc.)</b>	
<b>PhD or MS</b>	
<b>Major advisor</b>	
<b>Committee members</b>	

Please review the instructions for preparing an IDP before you begin. Students, use the template below to draft your IDP, guided by the insight you have gained from completing a self-assessment. Please remember to revisit this IDP frequently (twice/year is recommended) and update it as appropriate to reflect your current training needs. Keep your old versions of your IDP to go back and consider as you advance in your degree program to see how far you have come!

For each table below:

- Define goals using the S.M.A.R.T. approach (Specific, Measurable, Attainable, Relevant, Time-limited)<sup>2</sup>
- Be specific in describing your approaches or strategies. Describe the resources, experiences and/or activities that you will need to help you accomplish your goal.
- Be reasonable in the timeframe you set for your goals. Not all of your goals should be long-term (i.e., by the end of your degree program.) Outline some goals that can be accomplished within several months or the next year.
- How will you know when you've accomplished your goal? Think about both general and specific outcomes that would provide evidence that your goal has been met.

## 1. Communication Goals

Goals or skills to be learned/improved	Approaches or strategies	Timeframe	Outcomes

<sup>1</sup> This document is adapted from the "Individual Development Plan" by the Florida State University Graduate School ([https://gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/FSU%20Individual%20Development%20Plan\\_final.pdf](https://gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/FSU%20Individual%20Development%20Plan_final.pdf))

<sup>2</sup> Meyer, Paul J (2003). "What would you do if you knew you couldn't fail? Creating S.M.A.R.T. Goals." Attitude Is Everything: If You Want to Succeed Above and Beyond. Meyer Resource Group, Incorporated. See more here: <https://www.mindtools.com/pages/article/smart-goals.htm>

## 2. Teaching Goals

Goals or skills to be learned/improved	Approaches or strategies	Timeframe	Outcomes

## 3. Scholarly Development Goals (advancing knowledge & skills in your discipline)

Goals or skills to be learned/improved	Approaches or strategies	Timeframe	Outcomes

## 4. Professionalism Goals (leadership, scholarly integrity, transferable skills)

Goals or skills to be learned/improved	Approaches or strategies	Timeframe	Outcomes

### 5. Personal Goals (managing yourself and working with others)

Goals or skills to be learned/improved	Approaches or strategies	Timeframe	Outcomes

### 6. Career Development Goals

Goals or skills to be learned/improved	Approaches or strategies	Timeframe	Outcomes