Individual Development Plans

PTX Career Development Workshop
September 22, 2014

Janice Morand, PhD
Internship and Career Center

AGENDA

- Individual Development Plans (IDPs)
  - What are IDPs?
  - Why do an IDP?

- myIDP at ScienceCareers.org

- Graduate Students/Postdocs
  - Self-assessment
An individual development plan (IDP) is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance.

*United States Office of Personnel Management*

- Use of IDPs is well established in industry and government settings.

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An IDP is a written plan for professional skills development

**Individual:** Your *unique* training and career goals

**Development:** *Improvement/maturation* needed to achieve your goals

**Plan:** *Specific steps and goals* rather than a random walk

*From “Creating Your Individual Development Plan”, Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.*
INDIVIDUAL DEVELOPMENT PLAN

- Ideally an IDP
  - Encourages consideration of career development goals
  - Includes specific, time-delineated career and professional development goals
  - Is discussed and agreed upon by employee and supervisor (graduate student/post doc and mentor)

WHAT DOES AN IDP LOOK LIKE?

A written list of goals (project, skills, career) mapped onto a timeline.

May 2014:
- Continue with RNAi experiments; send samples to collaborator
- Submit abstract to ASCB conference
- Prepare for guest lecture (see teaching skills development)

June 2014
- Continue with RNAi experiments; follow up with collaborator data
- Outline paper 1
- Start reading list for learning more about mouse genetics
- Google or design a teaching evaluation form
- Give practice talk for guest lecture
- Teach guest lecture and get feedback (see teaching skills development)

Adapted from “Creating Your Individual Development Plan”, Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.
WHY DO AN IDP?

- Encouraged by NIH
- Goal Setting Works

NIH NOTICE

July 23, 2013

- NIH encourages institutions to assist graduate students and postdoctoral researchers to achieve their career goals within the biomedical research workforce through the use of Individual Development Plans (IDPs).
- Institutions are encouraged to report on this in all progress reports submitted on/after October 1, 2014
NIH

- NIH encourages grantees to develop institutional policies requiring an IDP be implemented for every graduate student and postdoctoral researcher supported by any NIH grant by October 1, 2014.
- No specific format recommended.

GOAL SETTING WORKS

- Thinking about goals motivates people to pursue them.
- Developing specific rather than general goals helps people to achieve them.
- Developing and implementing strategies to pursue career goals leads to:
  - Higher salaries
  - Promotions
  - More responsibility
  - Greater satisfaction

Think it, write it, say it, do it!

From "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.
Sigma Xi Postdoctoral Survey
Geoff Davis, “Improving the Postdoctoral Experience: An empirical approach”, 2005

7,600 postdocs nationwide

What variables are correlated with … ?
- Satisfaction
- Best advisor relations
- Least lab conflicts
- Most productivity

From “Creating Your Individual Development Plan”, Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.

GOAL SETTING WORKS

Sigma Xi Postdoctoral Survey
Greatest Impact – Having a Plan

Compare those with a plan to those without:
- Higher satisfaction scores
- Higher advisor ratings
- More productive
  - 30% more first-authored papers
  - 25% more grant proposals

From “Creating Your Individual Development Plan”, Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.
GOAL SETTING WORKS

- Focuses your efforts

- Written contract
  - Between you and yourself
  - Between mentee and mentor

Adapted from "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.

GOAL SETTING WORKS

“The discipline of writing something down is the first step toward making it happen. In conversation you can get away with all kinds of vagueness and nonsense, often without even realizing it. But there’s something about putting your thoughts on paper that forces you to get down to specifics. That way, it’s harder to deceive yourself or anybody else.”

“Lee Iacocca

Adapted from "Creating Your Individual Development Plan", Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.
myIDP OVERVIEW

- myidp.sciencecareers.org

- In 2003, the Federation of American Societies for Experimental Biology (FASEB) proposed an IDP framework for postdoctoral fellows in the sciences.
- Expanding on that framework, myIDP is a unique, web-based career-planning tool tailored to meet the needs of PhD students and postdocs in the sciences.

Authors

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- Jennifer Hobin, PhD, Director of Science Policy at the Federation of American Societies for Experimental Biology (FASEB).
- Bill Lindstaedt, MS, Director of the Office of Career and Professional Development at UCSF.
- Philip Clifford, PhD, Associate Dean of the Graduate School of Biomedical Sciences, Professor of Anesthesiology and Physiology and Director of the Office of Postdoctoral Education at the Medical College of Wisconsin.
4 PHASES OF THE IDP PROCESS

1. Self-assessment
   - Consider your skills, values, and interests.

2. Career exploration
   - Learn about career options for PhD-level scientists, and compare your skills, interests, and values to each option.

3. Set goals
   - Make a concrete plan for how you will improve your skills, build your network, and gain the experience needed to prepare for your future career.

4. Implement plan
   - Work on achieving your own IDP.
SELF ASSESSMENT

SKILLS
INTERESTS
VALUES

SELF ASSESSMENT-SKILLS

SKILLS: identify the scientific skills and knowledge areas in which you are proficient and those that could use some attention; divided into broad categories e.g. scientific knowledge, research skills, communication

- Examples: see handout, statistical analysis, writing scientific publications, meeting deadlines, dealing with conflict, careful recordkeeping practices
- Recommendation: Trainee complete self assessment; faculty mentor assess mentees skills; discuss.
SELF ASSESSMENT - INTERESTS

INTERESTS: intended to define scientific tasks that you enjoy doing and would like to include as integral elements of your career

- Examples: Designing experiments, writing grant proposals, analyzing financial data, developing curricula, research with human subjects

SELF ASSESSMENT - VALUES

VALUES: determine "What is most important to me? What rewards or outcomes do I want from my work?"

- Examples: teamwork, intellectual challenge, fast paced, earning potential, risk taking, flexible schedule.
4 PHASES OF THE IDP PROCESS

1. Career exploration
   - Learn about career options for BDD/BD professionals, and connect your skills, interests, and values to available roles.

2. Set goals
   - Write a concrete plan for how you will improve your skills, build your network, and gain the experience you need to prepare for your future career.

3. Self-assessment
   - Consider your skills, values, and interests.

4. Implement plan
   - Recruitment to help with various parts of your plan.

AN ABUNDANCE OF OPTIONS

Career Opportunities in Biotechnology and Drug Development: Toby Freedman
myIDP CAREER EXPLORATION

- myIDP Career Path Matches
  - Based on responses to the Skills and Interests assessments

- Career Exploration
  - 20 career categories
myIDP SKILLS MATCHES

Communication
- Basic writing and editing
- Writing scientific publications
- Writing grant proposals
- Writing for non-scientists
- Speaking clearly and effectively
- Presenting research to scientists
- Presenting to non-scientists
- Teaching in a classroom setting
- Training and mentoring individuals

myIDP CAREER EXPLORATION

Read About Careers

<table>
<thead>
<tr>
<th>Career Path</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Science education for early educators</td>
<td>Education or science specialist in a science museum or science center</td>
</tr>
<tr>
<td>Sales and marketing of scientific products</td>
<td>Sales and marketing or science-related products</td>
</tr>
<tr>
<td>Science education for K-12 schools</td>
<td>Classroom teacher or science education specialist</td>
</tr>
<tr>
<td>Clinical research and data management</td>
<td>Testing and evaluation of new pharmaceuticals or medical devices</td>
</tr>
<tr>
<td>Public health and social services</td>
<td>Public health program leader or evaluator</td>
</tr>
<tr>
<td>Clinical research and data management</td>
<td>Clinical research project manager or coordinator</td>
</tr>
<tr>
<td>Teaching and learning environments</td>
<td>Teaching and learning environments in educational settings</td>
</tr>
<tr>
<td>Business development and management</td>
<td>Business development and management in the science sector</td>
</tr>
</tbody>
</table>

Keywords: myIDP, SKILLS MATCHES, CAREER EXPLORATION, UC DAVIS, INTERNSHIP AND CAREER CENTER.
4 PHASES OF THE IDP PROCESS

1. Self-assessment
   Consider your skills, values, and interests.
   Submit
   Your own IDP

2. Career exploration
   Know what career options are available
   Explore options, and compare your skills, interests, and values to each option.
   Submit

3. Set goals
   Make a meaningful plan to move you closer to your goals
   Update your proposal to prepare for your future career.

4. Implement plan
   Identify tasks to help with various parts of the plan.

GOAL SETTING USING myIDP

Career Advancement Goals

Quick Tips My SMART Goals

Create a plan for this year

For each of these broad goal categories you will set more specific goals (called “SMART” goals) to help you stay on top of the various projects you’ll be working on.

Get started... with Career Advancement Goals

- Identifying opportunities for growth
- Planning your career path
- Setting realistic goals
- Tracking your progress

How to set a SMART goal

- S - Specific - Is it focused and unambiguous?
- M - Measurable - Could someone determine whether or not you achieved this goal?
GOAL SETTING USING myIDP

- Career advancement goals to help you move forward in your career; for example, read articles/books about medical device industry.
- Skills development goals to improve upon skill and knowledge areas in which you may be deficient; remember skills require practice.
- Project completion goals to help you stay on top of the various projects you are working on; for example writing a paper, completing data analysis.

SETTING GOALS

Specific - smaller task
Measureable - can measure success?
Action-oriented - how verbs
Realistic - difficulty and timing
Time-bound - set a deadline
GOAL SETTING USING myIDP

4 PHASES OF THE IDP PROCESS
IDP ANNUAL CYCLE

- Develop IDP
- Share with mentor/supervisor
- Implement, put plan into action
- Review the plan and progress with mentors or colleagues regularly, e.g. annual committee meeting
- Revise the plan as necessary

Do an annual IDP
IMPLEMENT YOUR PLAN

HOW MY WEEK WENT:

AMOUNT OF TIME I SPENT BEING PRODUCTIVE

AMOUNT OF TIME I SPENT DOING THINGS I THOUGHT WOULD MAKE ME MORE PRODUCTIVE.

Thank You!

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Internship and Career Center
South Hall, 2nd floor
530.754.8332
Group Session: Graduate Students and Postdoctoral Scholars

PTX Career Development Workshop
September 22, 2014

Janice Morand, PhD
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AGENDA

- Intro to Career Develop
- Values Assessment
- Skills Development
- Discussing IDP with Mentor
INTRO TO CAREER DEVELOPMENT

<table>
<thead>
<tr>
<th>Self Awareness</th>
<th>+</th>
<th>Occupational Awareness</th>
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<td></td>
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<td>Better career decisions</td>
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Careers are forged, not foretold!

People need to be encouraged to set trajectories for themselves, but revise them constantly in response to changing context and the new possibilities offered. 

A.G. Watts
VALUES

- Deeply held commitments that influence your thinking when you are faced with choices
- Defined by actions
- Change with time

Ignoring your values may create feelings of unrest in your life

VALUES EXERCISE

- Have you ever wanted to quit a job?
- WHY?
VALUES

- Complete the myIDP values assessment

VALUES EXERCISE

- Partner with one other person
- Talk about 1 or 2 values that you would be most reluctant to give up in your life.
- Discuss how this value may impact your career
- Name one thing that you’ve done in the last 7 days that is true to your values
SKILLS EXERCISE

- Select one skill from the myIDP Skills Assessment that you’d like to improve
- Partner with one other person
- Discuss how you might improve in this skills area—be specific.

DISCUSSING YOUR IDP WITH YOUR MENTOR

- A primary goal of creating an IDP is to solicit help from mentor(s).
- Make an appointment separate from other lab meetings; the discussion may take multiple meetings.
- An environment away from the lab will eliminate distractions.

Adapted from “Creating Your Individual Development Plan”, Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.
DISCUSSING YOUR IDP WITH YOUR MENTOR

- Be positive – I’ve really enjoyed my last year in the lab and I feel I’ve made progress on project X.
- Do NOT attempt to share entire IDP – prepare a concise written outline for the meeting.
- Prepare a prioritized list of requests.
- Be prepared to negotiate!

From “Creating Your Individual Development Plan”, Bill Lindstaedt, MS, Director, UCSF Office of Career and Professional Development.

SEEK ASSISTANCE

- Mentors
- Colleagues
- Internship and Career Center
  phdcareers@ucdavis.edu
Thank You!

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