



CIHR IRSC

Canadian Institutes of Health Research Instituts de recherche en santé du Canada

Developing Leaders of Tomorrow

CIHR Individual Development Plan (IDP) Form

Trainee Name:

Program:

Year:

Mentor(s) Name:

Section 4: Plan Development

Plan development involves setting a path toward for your career(s) of choice. It is generally built one year at a time. Keeping in mind your short-term goals, write an **action plan** for this year.

The insights you gained in Sections 1, 2 and 3 have prepared you to develop your plan. The goals identified in Section 3 become your goals in this section; and the components of those goals (Sections 1 and 2 related to skills and professional development/networking opportunities) become your objectives in this section. Ensure that both goals and objectives are SMART (specific, measurable, achievable, relevant and time-bound). In this manner, objectives can become milestones on the way to the accomplishment of a goal.

Define what you will accomplish in **action verbs**. This is especially important for measuring the level of competency you intend to gain in each skill. Avoid statements such as “I will learn...” or “I will understand...” [Bloom’s taxonomy](#), in its various iterations, is a valuable list of action verbs that can equip you to develop a strong plan via objectives that are effective, precise and measurable.

Goal:

Objectives (identifying the action to be accomplished, means of measurement, and timeframe):

-
-
-

Do you believe your mentor(s) can assist you in meeting your objectives? If yes, how?

Goal:

Objectives (identifying the action to be accomplished, means of measurement, and timeframe):

-
-

Do you believe your mentor(s) can assist you in meeting your objectives? If yes, how?

Goal:

Objectives (identifying the action to be accomplished, means of measurement, and timeframe):

-
-

Do you believe your mentor(s) can assist you in meeting your objectives? If yes, how?

Section 5: Plan Refinement and Implementation

Plan refinement involves a discussion between the mentor(s) and trainee about the trainee, their IDP and the goals and objectives outlined in the IDP, with the aim to improve the IDP.

The IDP is a living document and can be revised multiple times as required. Review and revision are essential to implementing an effective IDP.

As this discussion moves the IDP from the development phase to the implementation phase, the conversation can assure that expectations are clear, the goals and objectives are SMART and that the trainee and mentor have a shared understanding of the plan and are committed to the plan.

IN ADVANCE OF THE MEETING

One or two weeks prior to the meeting:

- a) **Trainee**, provide a copy of this IDP to your mentor for review and prepare any questions you may have.
- b) **Mentor**, use this section to provide your insights, and any useful resource and/or network that can help refine the plan.

Mentor Insights

Section 1: Self-Assessment

-
-
-

Section 2: Career Exploration

-
-
-

Section 3: Goal Determination

-
-
-

Section 4: Plan Development

-
-
-

AT THE MEETING

At the meeting, consider the following questions:

1. **Trainee and mentor**, when do you plan to meet next to discuss the IDP, review progress towards goals (e.g., discuss milestones and revisions) and continue to explore career options?

Date:

2. **Trainee and mentor**, if this IDP is evolving or is following a previous IDP, what was the trainee's professional growth while reaching for the goals in the previous IDP? Have any lessons learned or particularly successes influenced this new version? Are these insights clarifying goals for this year and the future?

-
-
-
-
-
-
-

3. **Mentor**, considering the contents of this IDP, the notes you prepared for this meeting, and insights gained from this discussion, how could you support the trainee in achieving the goals in this IDP?

-
-
-
-
-

4. **Trainee and mentor**, this IDP can now serve as a formal one-year plan that the trainee will act on and the mentor will support — understanding that the ***IDP is a living document, and review and revision are essential to its effective implementation***. Given this understanding, are you each committed to moving forward with this plan?

Trainee: _____

Mentor: _____

Date: _____