

## Individualized Development Plan (IDP)

The Faculty of Graduate Studies' IDP is a tool to assist graduate students, like you, to identify and develop your goals during your studies. This IDP is an **abridged version** that has been designed for graduate students who prefer a more streamlined option compared to the full IDP based on their individual preferences.

When creating an IDP, with the help of a mentor, you can enhance your professional growth and skills by:

- **Setting and communicating goals** related to teaching, research and/or professional development with your supervisor, faculty colleagues or other mentors
- **Identifying ways to learn or improve your competencies** to be used during your graduate work and within professional spaces
- **Identifying your strengths, talents and passions**, as well as opportunities to use them during your studies and in your future professional life while building an effective support network

The development of an IDP is a cyclical process. You are encouraged to revisit it over the course of your program of study as interests and long-term goals evolve. The five steps in working with the IDP are as follows:

1. **Self-Assessment/Reflection:** looking back while planning for the future
2. **Setting Goals:** clarifying the knowledge and skills you need
3. **Exploring Opportunities:** developing a strategy for realizing your plan
4. **Engagement:** acting on your plan to achieve your goals
5. **Check-in:** revisit to update your goals and engagement activities

Further information, resources and relevant contact information can be found on the [Individualized Development Plan \(IDP\) webpage](#).

## Self-Assessment/Reflection

To begin, reflect on the following areas. These will most likely change and evolve during your studies, but you can use it as a guide as you progress.

| What are my...   | My Response |
|--|-------------|
| ...short- or long-term goals for academic and future career success? |             |
| ...current areas of strength? Where do I want to improve?            |             |
| ...self-improvement goals? What new skills do I want to acquire?     |             |

## Planning Ahead

Keeping your self-assessment/reflection in mind, situate your current portfolio (e.g., achievements and successes), plan out goals and next steps, and then revisit the IDP to describe and identify the skills that your engagement helped to develop.

|                                 | <b>Current Portfolio</b><br>What have I worked on?<br>What are my achievements? | <b>Goals</b><br>Where do I want to go?<br>What do I want to improve? | <b>Next Steps</b><br>How will I make that happen?<br>What resources will I need? | <b>Skills</b><br>Did I achieve my goal(s)?<br>If so, what did I learn? |
|---------------------------------|---|--|--|--|
| Career Exploration and Planning |   |  |  |  |
| Communication                   |   |  |  |  |
| Health and Wellness             |   |  |  |  |

|                             |  |  |  |  |
|-----------------------------|--|--|--|--|
| Managing Time and Resources |  |  |  |  |
| Research Dissemination      |  |  |  |  |
| Teaching                    |  |  |  |  |

## Strategies and Tips:

1. Refer to your resume/CV when reflecting on your current portfolio. You do not have to list everything; rather, focus on the main points that give a sense of your work thus far. These points can also be useful when writing a cover letter or when providing a reference with a summary of your experience and involvement.
2. Graduate students can view all professional skills opportunities and resources at York University—organized under the six competency areas of the IDP—on the [Graduate and Postdoctoral Professional Skills \(GPPS\) webpage](#).
3. Use the [IDP Examples](#) to get a sense of how to frame and set goals, next steps, and skills. It can also be helpful to speak with a mentor (who may be your Supervisor and Graduate Program Director, for example) to get further support and to revise your plans based on your short-term and long-term goals.