Individual development plan (PhD)

**PART I – Individual Reflection**

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| Name:  Supervisor: | Date:  Date of last review: |
| **Achievements:** *What have you achieved and what skills have you improved since the last review?* | |
| **Short term goals:** *What are your plans and wishes for the next 3-6 months. What knowledge and skills do you want to enhance?*  **Evaluation of last short term goals:** | |
| **Intermediate term goals:** *What are your plans and wishes for the next 1-1.5 years. What knowledge and skills do you want to enhance?*  **Evaluation of last intermediate term goals:** | |
| **Long term goals:** *What are your plans and wishes for the next 2-3 years. What knowledge and skills do you want to enhance?*  **Evaluation of last long term goals:** | |
| **Strengths:** *What are your talents and strengths? How can you contribute to the group as a whole and researchers around you?* | |
| **Improvements:** *Which areas do you feel need specific focus and improving to benefit your short and long term career?* | |
| **Feedback:** *In what ways would you change your current research and supervisory environment? What works and what doesn’t?* | |

**PART II – Discussion and review**

*(completed during the meeting)*

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| **Targets:***Establish targets, with expected outcomes and due dates. Include conferences and summer schools.* |
| **Timetable:** *Is the research study timetable on target, if not, why? Is the overall progress of the student on target?* |
| **Resources:** *Are all the necessary facilities and resources in place?* |
| **Additional comments:** |
| **Next meeting date:** |
| **Signatures:** |