

INDIVIDUAL DEVELOPMENT PLAN



LiBCA

LIDERES BORICUAS EN CIENCIA AGRICOLAS

2023-2024



An individual development plan is an action plan that help you define professional goal and identify ways to achieve them. It goes over short- and long-term career goals, required skills, and development areas. Once identified, you will create a plan to achieve them and set a timeline. It helps you create a guide and an accountability plan to achieve your desired career goals.

What will you do in this plan:

- Define short- and long-term career goals
- Perform SWOT analysis
- Search required skills needs to achieve career goals
- Identify skills to develop or improve to achieve career goals
- Create a plan and define SMART goals
- Establish a timeline
- Revise progress

SELF-ASSESSMENT

**What do you enjoy doing? What gives you fulfillment?
What are you excited about? What are you passionate about?**

**What are you good at? What are your values?
What career align with those values?**

CAREER GOALS

Short-term career goals (1-3 years):

Long-term career goals (5-10 years):

SWOT ANALYSIS

A SWOT analysis strategic is a tool used to help identify Strengths, Weaknesses, Opportunities and Threats to your career goals.

Strenghts	Weaknesses
Opportunity	Threats

REQUIRED SKILLS

Use LinkedIn jobs and Indeed to find positions that align with your career-interest. Under the area of qualifications and duties search common skills required for these position.

EXAMPLE

Sr. Manager, Grants and Scientific Writers (hybrid)

University of Miami · Miami, FL (On-site) **Reposted 8 hours ago** ·

Job Duties:

50% - Development, writing and editing of grants, manuscript, policies and priority communications.

Works with PIs to develop, write and edit complex grants such as multi-PI, program project grants, SPORES and the CCSG or other grants of strategic importance to Sylvester in alignment with RFA requirements, the CCSG and Sylvester's strategic plan. Contributions to this process are informed by Sylvester's science and lend continuity of tone and voice throughout the application.

Regularly attends research program meetings to ensure familiarity with Sylvester PIs and their research.

Works with PIs to develop, write and edit manuscripts of strategic importance to Sylvester in alignment with the CCSG and Sylvester's strategic plan.

Works with Sylvester leadership to develop, write and edit documents and communications of strategic importance to Sylvester.

Provides mentorship/instruction in scientific writing to junior faculty and trainees through instruction and coaching.

Knowledge, Skills and Attitudes:

- Maintains a strong knowledge of scientific writing including grammar, punctuation, usage, tone and style guides (e.g., AMA, CSE).
- knowledge of business and management principles.
- Ability to direct, manage, implement, and evaluate department operations.
- Ability to establish department goals, and objectives that support the strategic plan.
- Ability to effectively plan, delegate and/or supervise the work of others.
- Ability to lead, motivate, develop, and train others.

Skills:

- 1- Grant writing
- 2- Time management
- 3- Prioritizing
- 4- Business principles
- 5- Program management
- 6- People management

Skills to develop:

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Ways to achieve it:

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Skills to improve:

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Examples of ways to achieve it: coursework, research, scientific conferences, presentations.

CREATE A PLAN

01

Goal 1

02

Goal 2

03

Goal 3

04

Goal 4

05

Goal 5

06

Goal 6

SMART GOAL SETTING

Goal 1:

S

Specific

M

Measurable

A

Achievable

R

Relevant

T

Time-Bound

SMART GOAL SETTING

Goal 2:

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Specific

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Measurable

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Time-Bound

SMART GOAL SETTING

Goal 3:

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SMART GOAL SETTING

Goal 4:

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SMART GOAL SETTING

Goal 5:

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SMART GOAL SETTING

Goal 6:

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GOAL PROGRESS &

timeline

YEAR

YEAR

YEAR

YEAR

YEAR

YEAR

YEAR

YEAR

ACCOUNTABILITY BUDDY

Define 1-2 individuals to serve as your accountability buddy.

END OF YEAR REVIEW

What have you achieved so far?

What skills do you need to still work on?

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