

# Individual Development Plan Template

Exploring a mentee's goals and objectives can be a helpful first step when beginning a mentoring relationship. Below is a sample template that can be used to outline goals. Please note this is just an example of a way to organize the conversation and ultimately it's up to the mentor and mentee how they would like to have the discussion. This might also not be applicable for all mentoring situations.

## Overall Career Goals

In 2-3 sentences, describe your career goals overall:

Conduct a SWOT analysis on your career goals:

<u><b>STRENGTHS</b></u>	<u><b>WEAKNESSES</b></u>
<u><b>OPPORTUNITIES</b></u>	<u><b>THREATS</b></u>

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## Defining Goals for the Coming Year

What are your short-term goals to meet your career aspirations?
<b>GOAL 1:</b>
<b>TIMEFRAME:</b>
<b>GOAL 2:</b>
<b>TIMEFRAME:</b>
<b>GOAL 3:</b>
<b>TIMEFRAME:</b>

## Defining Goals for the Next 3-5 Years

What are your medium-term goals to meet your career aspirations?
<b>GOAL 1:</b>
<b>TIMEFRAME:</b>
<b>GOAL 2:</b>
<b>TIMEFRAME:</b>
<b>GOAL 3:</b>
<b>TIMEFRAME:</b>

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## Implementation Plan

Provide 1-3 steps you plan to take to meet your goals:

**STEP 1:**

**STEP 2:**

**STEP 3:**