

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 (Each box contains sample guiding questions to get you started.):

STRENGTHS

- What are my key skills, talents, perspectives or expertise?
What has made my most significant achievements possible?
- What resources do I have access to that can help me succeed?
- How do others perceive my strengths?

WEAKNESSES

- What knowledge or skills gaps may impact my goals?
- Where have I encountered challenges or failures, and what contributed to them?
- What areas have I received constructive feedback and/or how can that help inform my analysis here?

OPPORTUNITIES

- What new projects or responsibilities could I look to take on to expand my experience and/or contribute to goals?
- What resources could help? What technological advancements or tools could I utilize to improve my work?
- What interesting industry or professional trends are occurring, and should I be building skills around these?

THREATS

- How might changes in technology affect my goals?
- What challenges do I face from changes in customer preferences or market demands?
- What emerging trends or challenges should I be aware of?

Individual Development Plan Template

Defining Goals for the Coming Year

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

Defining Goals for the Next 3-5 Years

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

Individual Development Plan Template

Implementation Plan

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

STEP 1:

STEP 2:

STEP 3:

Tips for Identifying Your Goals

Below are some tips to help you get started on identifying goals and working through the plan template.

1 REFLECT ON YOUR CURRENT WORK

- What aspects of your current work do you enjoy the most, and why?
- How can you use this information to help best use your talents in your work and career?
- What aspects of your current work do you find most challenging?
- How can you use this information to help identify goals you'd like to set in the short term? Long term?

2 UNDERSTAND YOUR MOTIVATIONS AND VALUES

- What motivates you to do your best work?
- How can you use this knowledge to craft goals that lean into this?
- What are your core professional values? How are they reflected in your work or how can they be reflected in your work?

3 REFLECT ON PAST EXPERIENCES

- What have been defining moments in your career or current job, and what did you learn from them?
- What mistakes have you made? How have they shaped your goals? Or how would you like to use this information to shape your goals?

4 USE THE SMART FRAMEWORK TO HELP YOU

SMART stands for specific, measurable, achievable, realistic (or relevant) and timely (or time-bound).

- Specific – Be specific and describe in as much details as possible
- Measurable – Attach concrete metrics or criteria
- Achievable – Dig into what it would take to achieve this
- Realistic (or relevant) – Challenging is ok! But make sure to explore the feasibility and/or relevancy
- Timely (or time-bound) – Set a timeline

The SMART framework can not only help clarify your goals, but also break things down into incremental, more manageable steps.

And speaking of incremental and manageable steps....don't forget to make these tangible (i.e. make your steps SMART too!)

