**Sample Individual Development Plan**

Mentee Name:

Mentor Name:

Date:

**Step 1-Assess:** Determine the my key skills, values and interests

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| --- | --- | --- |
| Skills | Values | Interests |
| *Example: community engagement and building relationships with stakeholders* | *Example: Making space for underrepresented voices for decision-making* | *Example: advocating for policy change around reproductive health rights* |
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**Step 2-Identify:** What career am I aiming for, and what skills, knowledge, and abilities are required for this role?

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| What career sounds the most like one I would like to pursue? What SKAs are usually required of this role? |  |

**Step 3-Compare:** Gap analysis-What areas do I need to work on to be more prepared for this role?

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| Skill, Knowledge, or Ability | What do I need to work on in this area? |
| *Example: Policy brief writing* | *Example: I’ve only written one policy brief to a local city council, I need to practice writing policy briefs to other audiences and on other topics* |
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**Step 4-Plan:** How will I address these gaps?

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| Skill, Knowledge, or Ability | Activities |
| *Example: Policy brief writing* | *Example: Take a policy brief writing online or in-person course or workshop* |
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**Step 5-Measure:** How will I know I’m achieving my goals?

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| Skill, Knowledge, or Ability | Measure |
| *Example: Policy brief writing* | *Example Measure 1: Number of training hours on policy brief writing and analysis*  *Example Measure 2: Number of policy briefs written* |
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**Notes:** This section is for any notes you want to keep with your IDP throughout your mentorship

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Mentee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next IDP review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_