**Sample Individual Development Plan**

Mentee Name:

Mentor Name:

Date:

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

|  |  |  |
| --- | --- | --- |
| 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* |
|  |  |  |
|  |  |  |
|  |  |  |

**Step 2-Identify:** What career am I aiming for, and what skills, knowledge, and abilities are required for this role?

|  |  |
| --- | --- |
| 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?

|  |  |
| --- | --- |
| 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* |
|  |  |
|  |  |
|  |  |

**Step 4-Plan:** How will I address these gaps?

|  |  |
| --- | --- |
| Skill, Knowledge, or Ability | Activities |
| *Example: Policy brief writing* | *Example: Take a policy brief writing online or in-person course or workshop* |
|  |  |
|  |  |
|  |  |

**Step 5-Measure:** How will I know I’m achieving my goals?

|  |  |
| --- | --- |
| 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* |
|  |  |
|  |  |
|  |  |

**Notes:** This section is for any notes you want to keep with your IDP throughout your mentorship

|  |
| --- |
|  |

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

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

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