UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE

Department of Radiology

Suggested Guidelines for a Development Plan

Record each goal on a separate sheet of paper. Each goal may be professional, personal, or educational.

Name: _____

Yours

Date: _____

Date you expect to accomplish the goal.

Development Goal: _____

Write the goal in terms of outcome rather than process to attain.

Action Steps: _____

List sequential, detailed steps of how you plan to reach goal.

Target Dates: _____

Enter a target date for completion of each action step. Pencil the date into your daily planner as a reminder to keep on schedule.

Resources Required: _____

_____

_____

Assistance needed other than mentor. List people, funding, courses/workshops needed.

Status/Progress Comments: _____

_____

_____

This information prepares you for discussion with your mentor as well as a reinforcer for keeping you on schedule. Enter information regarding the status of each action and progress made since the last review. Note concerns to discuss with your mentor. When necessary, add other action steps and dates.

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE

Department of Radiology

Sample Worksheet for Individual Development Planning

Expectation	**What Mentee Can Do**	**What Mentor Can Do**
Organization involvement at higher levels	Presentation to faculty	Invite Mentee to meetings
	Learn more about logistics	Use mentee as resource
Opportunity to have new ideas heard	Seek opportunities for input	Use mentee as sounding board and act as sounding board for mentee's ideas Assignments (projects, task forces) Consider opportunities for mentees to contribute
Improve personal style	Be open to feedback	Give mentees honest feedback
	Work to improve weaknesses	Suggest training, role models, etc.