

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE



**Department of Radiology**

1959 NE Pacific  
Box 357115  
Seattle, WA 98195  
Phone: (206) 543-3320  
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**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.*

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**Sample Worksheet for Individual Development Planning**

<b>Expectation</b>	<b>What Mentee Can Do</b>	<b>What Mentor Can Do</b>
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)
Improve personal style	Be open to feedback	Consider opportunities for mentees to contribute
	Work to improve weaknesses	Give mentees honest feedback
		Suggest training, role models, etc.

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**Sample Development Plan Form**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Development Goal:** \_\_\_\_\_

Action Steps	Target Dates	Resources Required	Status/Progress Comments
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To whom I communicate accomplishment of this goal? \_\_\_\_\_

\_\_\_\_\_