CREATING A PROFESSIONAL DEVELOPMENT PLAN

Julie Choe Kim, Ph.D.
Director of Graduate Student Life
OVERVIEW OF AGENDA

1. Welcome and Overview
2. Professional Development Competencies for Graduate Students
3. Creating an Individual Development Plan (IDP)
4. Closing and Questions
• Name
• Graduate program (degree level and academic department)
• How long have you been at Mason?
• If you are working currently, what is your job?
• What is your dream job?
As a result of your participation in this session, you will:

• Understand the value of creating a professional development plan during graduate school
• Learn about areas of professional competencies
• Gain understanding of your strengths and identify areas for professional growth
• Begin creating a professional development plan and understand next steps
GRADUATE STUDENTS: WHO’S IN THE ROOM?

Starting your graduate degree program this fall (or summer)?

In a master’s program?
Doctoral?

Have a Graduate Teaching Assistantship (GTA)?
Have a Graduate Research Assistantship (GRA)?
Have a Graduate Professional Assistantship (GPA)?

Work off campus?
Work full-time?

Have a spouse or partner?
Have children?
GRADUATE STUDENTS: FUTURE PLANS

Plan to graduate in the next year?
Plan to graduate in the next 2 years?
Plan to graduate in the 4 or more years?

Considering an internship?
Hoping to gain teaching experience?
Interested in a grant or fellowship to fund your research, writing, or professional development?

Interested in a career as a faculty member in a university?
Interested in a non-faculty career within higher education (e.g., administration, research/policy center, library)?
Interested in a career in non-profit, government, or industry?
GRADUATE STUDENTS: FUTURE PLANS

Already working in your future field?
Planning to use your graduate program as your entry into a new field?

Know exactly how to get the career you want after graduation?
WORKING TOWARD A GRADUATE DEGREE IS A COMMITMENT ... 

BALANCING GRAD SCHOOL WITH PERSONAL LIFE AND WORK COMMITMENTS CAN BE CHALLENGING ...

HOW CAN YOU PREPARE FULLY FOR YOUR DREAM JOB?
HOW CAN YOU MAKE THE MOST OF YOUR GRADUATE EDUCATIONAL EXPERIENCE AND PREPARE FOR YOUR FUTURE CAREER?

BE STRATEGIC, INTENTIONAL, AND PLANFUL TO PREPARE NOW FOR THE JOB YOU WANT WHEN YOU GRADUATE.
Personal reflection:

• Describe a position that reflects your post-graduation career goal.

• What are the required qualifications and competencies for this position? If you’re not sure, how can you find out?

• How well do your current skills and experiences match the required qualifications?
PROFESSIONAL DEVELOPMENT COMPETENCIES

1. Scholarship
   Demonstration of discipline-specific knowledge and skills; application of knowledge and problem-solving, analytical, and research skills to create and invent new concepts and products, and to pursue inquiry.

2. Communication
   Ability to communicate ideas clearly and effectively in multiple forms to multiple audiences.

3. Leadership and Management
   Building and managing teams; managing work and projects effectively toward a shared vision

4. Personal Development
   Awareness of own and others’ backgrounds and identities; working with diverse people; professional ethics and integrity; well-being and resilience

5. Career Planning and Development
   Ability to use self-awareness to explore and pursue career options; professionalism; networking
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PLANNING FOR YOUR PROFESSIONAL DEVELOPMENT

The Individual Development Plan (IDP) …

- Is a tool to help you be intentional in planning your professional development experiences in your graduate education
- Helps you set goals that are specific, measurable, achievable, relevant, and timely (SMART)
- Promotes communication with your mentor/advisor and faculty
- Helps you revisit and revise your professional development goals on an ongoing basis
- Is used by universities across the country to promote professional development and success of graduate students
THE INDIVIDUAL DEVELOPMENT PLAN (IDP): THE STEPS

1. Conduct a self-assessment
2. Create your IDP
3. Discuss goals with your mentor/advisor
4. Implement the plan
5. Revise and update your IDP as you gain experiences and meet goals
The self-assessment helps you identify your areas of strength and areas of improvement.

Can be tailored to meet your specific needs.
Rate your confidence in your ability to demonstrate the following activities or skills.

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<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td></td>
<td>Very unconfident</td>
<td>Somewhat unconfident</td>
<td>Neither unconfident nor confident</td>
<td>Somewhat confident</td>
<td>Very confident</td>
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1. Scholarship

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<tr>
<th>Creating, inventing, or producing new and innovative concepts or products</th>
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<tr>
<td>Evaluating and critiquing information using appropriate standards or evidence</td>
<td>1</td>
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<tr>
<td>Pursuing answers to complex questions</td>
<td>1</td>
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<td>Demonstrating originality and inventiveness in problem solving</td>
<td>1</td>
<td>2</td>
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<td>5</td>
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<td>Exercising reasoning to analyze issues and make decisions</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Using knowledge and data in decision-making</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Using inquiry/research methods appropriate for my discipline</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Discipline-specific knowledge:</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>5</td>
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<tr>
<td>Discipline-specific skill:</td>
<td>1</td>
<td>2</td>
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**Individual Development Plan (IDP) for Graduate Students**

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<thead>
<tr>
<th>Name of Graduate Student</th>
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<th>Department/Program</th>
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<tr>
<th>Advisor</th>
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<th>Date</th>
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An Individual Development Plan (IDP) will help you maximize your graduate education experience by providing a framework for you to:

- Assess your current skills and strengths
- Identify your short-term and long-term professional goals
- Develop a plan for meeting your goals
- Promote communication with mentors

You will want to revisit your IDP on an on-going basis, both to update it as your skills and goals evolve and to record your progress and accomplishments.
CAREER GOALS

What type of career are you interested in pursuing?

What competencies are required for your chosen career? [Refer to advertisements for your dream positions to look at their desired/required qualifications.]

How well do your current skills match the competencies required for your chosen career?

What are your current strengths, skills, and relevant previous experiences?
## GOALS FOR THE GRADUATE STUDENT EXPERIENCE

### 1. Scholarship

<table>
<thead>
<tr>
<th>Goals or skills to be learned</th>
<th>Approaches or strategies to reach goal or learn skill</th>
<th>Timeframe</th>
<th>Outcomes</th>
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<tbody>
<tr>
<td>Example: Using inquiry/research methods appropriate for my discipline</td>
<td>Take NVivo online classes offered by LinkedIn Learning</td>
<td>Winter break (January 2020)</td>
<td>Experience analyzing qualitative data with software</td>
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Creating Your Individual Development Plan

**Individual Work**

- Start filling in the IDP
- Career Goals section
  - Refer to the position description of your desired job
  - Reflect on strengths and areas of growth
- Goals for the Graduate Student Experience
  - Refer to your self-assessment
After working individually …

**In pairs or small groups:**

- Share one or two goals for your graduate student experience
- Provide initial feedback and suggestions
  - Are they on the right track?
  - What ideas or suggestions do you have for them?
INDIVIDUAL DEVELOPMENT PLAN: NEXT STEPS

- Discuss this with your mentor/advisor or faculty
- Explore other professional development opportunities offered on campus or in your field
- Start working on your goals
- Revisit and revise and set new goals
The purpose of Graduate Student Life is to support the success and well-being of Mason graduate students by:

• Providing community building, professional development, and personal development programs
• Connecting graduate students to campus resources
• Identifying and advocating for graduate student needs

gradlife@gmu.edu

@MasonGradLife

GEORGE MASON UNIVERSITY
Join the Graduate Student Life News Mailing List!

• Latest news on events, resources, and opportunities just for Mason grad students

• 2 newsletters per month

https://gradlife.gmu.edu/
about-us/#newsletter
QUESTIONS?