

## PERSONAL DEVELOPMENT PLAN

### Additional information

<i>What?</i>	Personal development plan on skill set and professional goals
<i>For whom?</i>	All postdoctoral researchers at the Donders Institute
<i>Why?</i>	Career development
<i>When?</i>	Within 3 months after start of the contract + during annual discussions
<i>How?</i>	Postdocs fill in the form and discuss it with their supervisor After the meeting the postdoc sends the form to the HR department for registration

### Background

In the framework of the sustainable science initiative of the Donders Institute (DI) a working group<sup>2</sup> has written a proposal entitled *Training and support of postdoc to faculty*. It summarizes the results of a recent survey among postdoctoral researchers at the DI and recommends following actions. One of the recommendations was a personal development plan (PDP). It is intended to facilitate the career development of postdoctoral researchers since they perceived themselves as ill-prepared for the next step in their career. A majority of postdocs have expressed interest in writing such a PDP. It can help them with the assessment of their skills as well as setting goals. The current PDP was formulated by the sustainable science officer Claudia Lüttke based on the expressed needs mentioned in the proposal.

### Procedure and content

Postdoctoral researchers discuss the PDP form with their supervisor when they start at the DI (within *three months* after the start of their contract) and update and evaluate progress in their annual discussion. The responsibility lies with the postdoc to schedule and prepare the PDP meeting at the start of their contract. If the postdocs encounter hurdles in discussing the PDP form with their supervisor during their annual discussion, they can contact the HR advisors of the centres. The form contains two gap analyses where the postdoc compares the current and desired state: the professional experience (Which skills do I want to improve?) and other professional goals (e.g. I would like to supervise more PhD candidates.). The form is updated yearly during the annual discussions. For convenience, it is available on intranet (intranet.donders.ru.nl > Postdoc) as a pdf form that can be filled in digitally and saved for later. The postdoc forwards the form to the HR department (see intranet for contact persons). At the end of the contract the PDPs are brought to the exit interview.

### Preparation

Prior to the meeting, the postdoc fills in the form. Mention the version at the top of the first page to be able to evaluate the progress. Optionally, as preparation postdocs can fill in an [online individual development plan](#) provided by Science Careers. It is a web-based career-planning tool created to help define and pursue career goals. Among others, it contains exercises to examine skills, interests, and values, a list of scientific career paths with a prediction of which ones best fit and a tool for setting strategic goals for the coming year. Some information is more applicable to the American system but most features are useful to any postdoc.

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<sup>2</sup> Erno Hermans (DCMN), Tessa van Leeuwen (DCC), Bram Zandbelt (DCCN), Hanneke den Ouden (DCC), Harold Bekkering (DCC), Berend Geurts (DCCN)

## Follow-up

Depending on the defined SMART goals the postdoc and the supervisor take actions to reach the desired state. On intranet, you find a link to courses provided at the Radboud University to improve specific skills.

**PERSONAL DEVELOPMENT PLAN**

**For postdoctoral researchers**

**Personal details**

Name postdoc :  
 Personnel number (u-, z-) :  
 PhD defense date :  
 Starting date contract :  
 End date contract :  
 E-mail work :  
 Donders partner :

Research theme(s)  Language and Communication  
 Perception, Action, and Decision-making  
 Development and Lifelong Plasticity  
 Natural Computing and Neurotechnology

Career goal(s) (multiple possible)  Research in academia  
 Research outside academia  
 Teaching  
 Healthcare  
 Other professions

Ambitions and desires for professional future

Contract

<i>Fte</i>	<i>Percentage research</i>	<i>Percentage teaching</i>	<i>Total duration (months)</i>

**Professional experience**

	Current					Desired				
	1	2	3	4	5	1	2	3	4	5
	(basic)			(expert)		(basic)			(expert)	
<b>Management skills</b>										
Supervising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborations/team work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing multiple projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Scientific skills</b>										
Presenting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing papers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Other</b>										
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If improvement of a skill is desired, how will this be implemented (e.g. courses, workshops, mentoring)?

Skill	Plan	Measurable	Achievable	Time-related
	Specific target a specific area for improvement	indicator of progress	what results can realistically be achieved	when the result(s) can be achieved

**Professional goals**

	<b>In the past</b>				<b>Desired</b>			
	Never	Rarely	Sometimes	Often	Never	Rarely	Sometimes	Often
<b>Visibility</b> Organize symposium/workshop etc. Member of doctoral defense committee								
<b>Sponsorship by PI</b> Introduce to own network Suggest as reviewer Suggest as speaker Nominate for prizes								
<b>Supervision</b> Co-supervise PhD student Co-supervise Master student								
<b>Other</b> Feedback on skill set by PI Societal outreach								

<b>Goal</b>	<b>Plan</b>	<b>Measurable</b>	<b>Achievable</b>	<b>Responsible</b>	<b>Time-related</b>
	Specific target a specific area for improvement	indicator of progress	what results can realistically be achieved	who will do it	when the result(s) can be achieved

## Statement of agreement

*This plan should be completed as far as possible at the start of the employment contract. Any missing parts should be completed within three months after start of the employment contract. The PDP must be updated by the postdoc and supervisor during the annual discussions.*

<b>Name postdoc:</b>	<b>Name supervisor</b>
Date:	Date:
Signature	Signature