**(Confidential)**

**Individual Development Plan (IDP)**

(Please send the completed IDP to [san310@hku.hk](mailto:san310@hku.hk) together with **a brief one-page CV** by **Oct 8 2020**)

**Name: Department/School:**

An individual development plan is a self-discovery process for the mentee. It also helps us to evaluate your career develop plan and match you with the appropriate mentor[[1]](#footnote-1) to explore your potential. This plan is part of your mentoring plot. It will be for reference by your assigned mentor and the mentoring facilitator only.

**Part I. General**

1. Have you ever joined a mentoring programme before? If affirmative, please share your experience.
2. What are your career objectives and goals:
3. How confident that you can achieve the goal? (Please circle your answer. On a scale of 1-5, 5 is very confident)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. What barriers or hurdles do you currently see to achieving your career objectives?
2. What are the areas that you expect to be benefited by the mentor? (Please use keywords, separate with commas, in order of priority. Eg, problem solving skill, academic excellence)
3. What types of meeting formats you would like to adopt? (Please use keywords, separate with commas (eg, in person, video conference, phone call).
4. Apart from this programme, what other arrangement/ resource you consider benefit for your career development if available?

**Part II Professional Skill Enhancement Workshops**

Three professional skill enhancement workshops will be organised during the process. Participation in the workshops are optional except that for the workshop delivered by members of PTP/USPS, which is mandatory for mentees. Topics of the other two workshops will be based on preferences expressed by majority of mentees/mentors. Please vote two areas of your interest in order of priority (1 being the top priority) out of the following areas:

|  |  |
| --- | --- |
| Building effective work relationship and problem solving skills |  |
| Conflict management and negotiation skills |  |
| Effective communication skill for presentation and handling media |  |
| Enneagram of personality |  |
| Develop research partnership |  |
| Stress management and mindfulness |  |
| Work-life balance |  |

1. Mentor/Mentee should not be in any supervisorial relationship [↑](#footnote-ref-1)