**Professional Development Plan: Skills assessment and needs**

**Setting the scene**

The below questions are prompts to help you establish your priorities and give your coach context about what you want to achieve. The aim of this exercise is to help you get some overarching clarity about the direction you want to take. Then with the assistance of your support network, you will tailor your planning to fit with your desired endgame, and at the same time balance it against other commitments.

**Future career/research directions:**

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| *Where do you want to go?*  *What is your long-term professional/academic goal?* |

**Collaborators:**

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| *Who, internally and externally, are you working with already?*  *Who would you like to work with and why?* |

**Key research themes:**

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| *What are your key research themes?*  *What difference do you want your research to make?* |

**Challenges or obstacles:**

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| *What challenges do you feel you face in pursuing or achieving your future direction or goal?*  *What have you tried/done so far to address those challenges?*  *What help would you value most from coaching?* |

**Populating your plan**

1. Refer to the [industry-researcher development matrix](https://www.digitalhealthcrc.com/hdr-program/)
2. Identify and articulate priority skills for development
3. Assess your existing and desired skill level
4. Identify appropriate development opportunities and timing

*Note: You can choose whether to populate the following table manually or use your Skills Analysis Summary that can be automatically generated from Inkpath.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Skill category *(refer to industry-researcher development matrix)* | Skill area *(refer to industry-researcher development matrix)* | Describe the skill you wish to develop *(provide adequate detail)* | Which level do you currently see yourself at?  *Level 0: Nil*  *Level 1: foundational*  *Level 2: intermediate*  *Level 3: advanced* | Which level do you want to reach?  *Level 1: foundational*  *Level 2: intermediate*  *Level 3: advanced* | Importance of skill to your research or industry placement  *1: low*  *2: medium*  *3: high* | When during your research or industry placement do you wish to apply this skill? | How do you plan to develop this skill? *(workshop, course, practical experience, etc.)* | Who will provide or support your skill development? *(university, industry sponsor, DHCRC, etc.)* |
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**Professional Development Plan: training tracker**

It is good practice to keep track of your development activities so you have a record of what you have done. This will prove helpful when completing milestone reports or annual progress reviews during your candidature, and when updating your CV. Please note: conferences and networking events also count!

By recording and tracking your training as you complete it, you are effectively building a skills portfolio. This should allow you to produce higher quality job applications and perform better in interviews, reviews and appraisals, because you will have everything organised and at your fingertips, and won’t have to rely on your memory. This kind of record keeping is also a useful tool for reflecting on what you have achieved and how to build on it going forward.

*Note: You can choose whether to populate the following table manually or download your ‘Started’, ‘Completed’ or ‘User Generated’ activities from Inkpath.*

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Name of course, workshop or event | Number of hours or days *(please specify unit)* | Training provider | Cost | Source of funding | Notes |
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