# **Skills Development Planner – What do you need?**

## What will you do to make the most of your 10 development days?

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This is valuable preparation for your [Annual Review Conversation (ARC)](https://www.imperial.ac.uk/staff/arc/) with your manager. Review your plan at least once a year.

 You will find this easiest to complete this planner if you have already:

1. answered the ‘looking forward’ questions on the [Reflect - Professional Development Planner](https://forms.office.com/e/q6QkfniJcC)
2. completed the [Review- skills audit document](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/10-days-development-planners/).
3. talked to people such as your mentor, manager or peers to sense-check and reflect on your career goals and skills audit.
4. Looked through the examples and case studies in the [10 days development guidance](https://www.imperial.ac.uk/admin-services/staff-development/postdoc-fellows-development-centre/your-career/your-10-development-days/) to get inspiration for the range of activities you can engage with to use your 10 days effectively.

# **Your priority skills to develop**

Thinking about each category below, what are currently missing from your skillset, knowledge, or experience? List those you feel will help you to address the opportunities and challenges you will encounter over the next year. Examples of skills for each category can be found in our [10 days development guidance](https://www.imperial.ac.uk/admin-services/staff-development/postdoc-fellows-development-centre/your-career/your-10-development-days/).

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| **Self**Your personal effectiveness day to day and more broadly in your career. | **Others**Working with, supporting, and developing others and maintaining effective relationships.  | **Research & Innovation**Developing research and research skills, making an impact and contributing to your discipline.  | **Society and beyond R&I**Contributing to broader research and innovation users, towards societal benefit. |
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# **Prioritising and making a plan.**

You may find it helpful to do this with the PFDC, an experienced peer, mentor, or your PI or manager. They can help you to prioritise, be objective and think creatively.

Think about each of the skills in the section above. Add them to the first column of the tables below according to their priority level. Next, in the subsequent columns, add your plans to develop them within the time you allocated.

Reminder: Inspiration for [development activities](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/how-where/develop-a-broad-range-of-skills-/) can be found in our [10 days development guidance](https://www.imperial.ac.uk/admin-services/staff-development/postdoc-fellows-development-centre/your-career/your-10-development-days/).

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| **High priority** List two or three skills/ experiences/ knowledge areas to address as soon as possible to avoid impeding your progress in the immediate future |
| Skills/ experiences/ knowledge  | Write down the names of people that could help you to develop these skills by mentoring, advising, linking you to opportunities or providing training or events. | Write down any activities that will help you. | How many of your 10 development days will you use? And when? |
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| **Medium/low priority**List two or three skills/ experiences/ knowledge areas to address in the medium/long term. These will help you make progress in your current role and also allow you to move into your next role/career stage. |
| Skills/ experiences/ knowledge | Write down the names of people that could help you to develop these skills by mentoring, advising, linking you to opportunities or providing training or events. | Write down any activities that will help you. | How many of your 10 development days will you use? And when? |
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# **Finally:**

Check your ideas and plans above: have you got a good balance of activities that include both **informal** experiential opportunities as well as **formal** workshops and training? Are you addressing skills, knowledge and experiences that apply to careers and opportunities outside the academic research environment, in any context? For inspiration [see our examples of both formal and informal development activities](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/how-where/plan-and-engage/).

It is likely that there are some development areas that you do not know how to address. Contact us at the PFDC and we will do our best to advise you on possible starting points.