# **Reflect - Professional Development Planner**

## Reflective prompts to help you make the most of your 10 development days.

You are entitled to 10 development days as set out in your contract. These are reflective prompts to support you in thinking about your ambitions and help you make the most of your 10 development days.

Use the following set of reflective questions to review and plan before you arrange any development activities.

You will also find this useful preparation for your [Annual Review Conversation (ARC)](https://www.imperial.ac.uk/staff/arc/) with your manager. Try to answer as many questions as you can, but don’t worry if you leave one or two. Review your ideas every year.

You can also fill in this form online – [Reflect – Professional Development Planner](https://forms.office.com/e/q6QkfniJcC).

# **Looking forward: the short to medium term**

Turn your attention to what you will be doing and where you will be during the next six to twelve months. This should be relatively well known at the moment, and you will already be well on your way. Try to adopt a positive and optimistic mindset:

## **In six to twelve months’ time:**

* What will be your main activities and responsibilities?
* What do you want to be feeling proud of (things you have done, and how you have approached them)?
* What new opportunities will you be engaging in?

Thinking about your answers to these questions, what skills do you already have that will help you in the future? What new skills, knowledge and experiences would it be valuable to develop now, to equip you for the six to twelve months?

# **Looking Forward: The Big Picture**

Think about the next 3 to 5 years. It's a useful timescale to do some big-picture planning. Your future employers and funders will want to know your plans on this timescale, so it is worth practicing thinking on this timeframe. If you are stuck, think about role models and mentors who are 5 years ahead of you in their careers - look for inspiration.

Adopt your most positive and optimist mindset and write as much as you can. Use your imagination!

## **In three to five years’ time:**

* What will be your main activities and responsibilities?
* What opportunities will you be taking, that you do not have access to right now?
* How do you want to be feeling about what you do and how you do it?
* What will be the main challenges you face in meeting your objectives and feeling fulfilled in your role?

Thinking about your answers to the questions, what skills do you already have that will help you in the future? What new skills, knowledge and experiences would it be valuable to develop now, to equip you for the next three to five years?

# **Next steps:**

1. Arrange a sense-check: have you made any assumptions about what’s likely to be needed in the future? Have you used only your own view on the skills you have and need? Get someone else’s opinion on these. You may have unrealistic expectations, or your inner critic may be getting in your way. Who will you discuss these with, and when? E.g. your line manager or PI, your mentor, a trusted colleague, or for an impartial and confidential sense-check, contact the PFDC to arrange a conversation.
2. Start to prepare for the future opportunities and challenges you have identified. Download and complete the [Skills Audit Document](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/10-days-development-planners/) where you will list the skills and experiences you have, and that you need to develop or gain.