

# UCD Research Skills & Career Development



## *Development Plan*

<b>PD Fellow Name:</b>	
<b>PI/Mentor Name:</b>	
<b>School/Research Institute:</b>	
<b>Date started in current position:</b>	



## Planning Your Development

As part of your ongoing professional development it is important to make time to develop/enhance your skills which will make you more efficient and proficient in the long term.

To kick start the process, you should first complete a self-assessment of your current development using the four core competencies (outlined below) as a framework for this reflection. This self-assessment will help to identify current development needs and pinpoint areas for development over the next 9-12 months.

### Planning Your Development – Getting Started

	PD Fellow	PI/Mentor
<b>Step 1</b>	<b>Complete Self-Assessment</b>	
	<ul style="list-style-type: none"> <li>Clarify goals and identify needs</li> <li>Explore development options available (<a href="http://www.ucd.ie/researchcareers/">http://www.ucd.ie/researchcareers/</a>)</li> <li>Share self-assessment with PI/Mentor</li> </ul>	<ul style="list-style-type: none"> <li>Review PD Fellow's self-assessment</li> </ul>
<b>Step 2</b>	<b>Plan &amp; Implement</b>	
	<ul style="list-style-type: none"> <li>Meet with PI/Mentor to discuss and agree Development Plan</li> <li>Record outcomes of the meeting</li> <li>Review and request training and development opportunities through Online Events Calendar via UCD Connect</li> </ul>	<ul style="list-style-type: none"> <li>Meet with PD Fellow to discuss and agree Development Plan</li> <li>Agree date for next meeting to review progress</li> </ul>
<b>Step 3</b>	<b>Review &amp; Feedback</b>	
	<ul style="list-style-type: none"> <li>Meet with PI/mentor to review progress since last meeting</li> <li>Update/amend plan as where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Establish regular progress review with PD Fellow</li> </ul>

### Core Competency Areas

#### Research & Research Management

- Discipline Methodologies
- Research Context
- Research Project Management
- Grant Writing
- Writing for Research Publications
- Creative/original Writing

#### Personal & Professional Excellence

- Communication & Presentation
- Networking & Collaboration
- Leadership & Interpersonal Skills
- Self-Management & Career Development

#### Teaching Learning & Mentoring

- Small Group Teaching
- Mentoring
- Flexible Learning & Delivery

#### Innovation & Transferable Skills

- Innovation Process
- IP Management
- Business Planning
- Policy Development
- Organisation Development
- Commercialisation of Research

## Your current role – competency analysis

Based on your own self-assessment and feedback from others, jot down in the following table the competency areas that you want to develop over the next 12 months. Included in this section are some questions to help you with your reflection which are not intended to be exhaustive. As part of this self-assessment process you can also start to explore development options available for continuing with your competency development.

Competency Area	Prompt Questions to Aid Reflection	Competence Achieved and Areas for Development
<b>Research &amp; Research Management</b>	<ul style="list-style-type: none"> <li>• <i>What new methodologies have you devised to solve complex problems?</i></li> <li>• <i>How familiar are you with the main funding agencies and national strategies in your research area?</i></li> <li>• <i>What experience do you have of managing a research project?</i></li> <li>• <i>How would you assess the level and reach of your research writing/publications?</i></li> </ul>	
<b>Personal &amp; Professional Excellence</b>	<ul style="list-style-type: none"> <li>• <i>How effective are you in communicating your research to expert and non-expert audiences?</i></li> <li>• <i>Have you identified and taken advantage of opportunities to network and collaborate?</i></li> <li>• <i>How would you assess your ability to influence and work with others as a peer and as a leader?</i></li> </ul>	
<b>Teaching Learning &amp; Mentoring</b>	<ul style="list-style-type: none"> <li>• <i>What contribution have you made to teaching activities that support development of PhDs and/or MSc students?</i></li> <li>• <i>Would you describe yourself as a Mentor to others?</i></li> <li>• <i>How would you assess your understanding of how people learn?</i></li> </ul>	
<b>Innovation &amp; Transferable Skills</b>	<ul style="list-style-type: none"> <li>• <i>How and in what areas of your work have you shown your innovative ability?</i></li> <li>• <i>Have you thought about or are you aware of how you might commercialise or market your research?</i></li> <li>• <i>How would you rate your understanding of what skills (other than discipline specific) organisations and institutions are looking for in someone with post-doctoral experience?</i></li> </ul>	

## Your Current Role - DEVELOPMENT PLAN

Using the information from your self-assessment, and in conjunction with your PI/mentor, discuss and agree on a strategy for your development. It is recommended that you commit up to three development goals over the development period. Keep in mind that the skills and competencies that are most useful for professional and career development are not fixed, but continuously change based on experience, context and goals.

### Research & Research Management

*Ability to translate critical and original thinking into published research and to manage a research project through all stages of the lifecycle*

Objective/Goal (eg. To co-author a journal; to submit article to appropriate peer-reviewed journal; to improve skills in writing research proposals)	What action/s are required to achieve this objective/goal (to include training/development programmes, career support, mentoring, coaching and on the job training – please refer to Events Calendar for details at <a href="http://www.ucd.ie/researchcareers">www.ucd.ie/researchcareers</a> )	By when?

### Personal & Professional Excellence

*Ability to operate effectively and manage self and others*

Objective/Goal (eg. To be more actively involved in managing project; to improve my team and project management skills)	What action/s are required to achieve this objective/goal (to include training/development programmes, career support, mentoring, coaching and on the job training – please refer to Events Calendar for details at <a href="http://www.ucd.ie/researchcareers">www.ucd.ie/researchcareers</a> )	By when?

Teaching, Learning & Mentoring		
Ability to transfer knowledge to individuals and groups using a variety of learning methods		
Objective/Goal (eg. To gain more teaching experience; to develop my teaching skills; to gain experience supervising PhD students)	What action/s are required to achieve this objective/goal (to include training/development programmes, career support, mentoring, coaching and on the job training – please refer to Events Calendar for details at <a href="http://www.ucd.ie/researchcareers">www.ucd.ie/researchcareers</a> )	By when?

  

Innovation & Transferable Skills		
Acquiring knowledge and experience that support alternative career options		
Objective/Goal (eg. To generate a more extensive network of contacts in industry; to gain understanding of commercial potential of research)	What action/s are required to achieve this objective/goal (to include training/development programmes, career support, mentoring, coaching and on the job training – please refer to Events Calendar for details at <a href="http://www.ucd.ie/researchcareers">www.ucd.ie/researchcareers</a> )	By when?

### Additional Comments

### Interim (mid-contract) Review & Feedback Date: \_\_\_\_\_

(PI in conjunction with the PD Fellow to insert a brief summary of progress 12 months into contract)

### Final (end of contract) Review & Feedback Date: \_\_\_\_\_

(PI in conjunction with the PD Fellow to insert a summary of discussion to capture PD Fellow's assessment of development, key feedback points and any other aspects of the discussion deemed worthy for inclusion)

## FIND OUT MORE

For up to date information on the supports available to postdocs in UCD please contact:

Naoimh O'Connor, UCD Career Development Centre – [Naoimh.oconnor@ucd.ie](mailto:Naoimh.oconnor@ucd.ie)

Eamonn McHugh, HR Learning & Development – [eamonn.mchugh@ucd.ie](mailto:eamonn.mchugh@ucd.ie)

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