

Individual Professional Development Plan for Mizzou Grad Students

Career Aspirations	<i>Type of position you will be seeking:</i>					
	✓ Possible Job Sectors:	Business	Education/Higher Ed	Government	Nonprofit or NGO	Self-Employed
	Other Job Sector or Industry (list): _____					
After analyzing current job ads of interest to you, list up to 4 “soft” / transferable skills that employers are seeking.	1.	3.				
	2.	4.				
From those same ads, list up to 4 discipline-specific skills that employers are seeking.	1.	3.				
	2.	4.				
<p><i>After you have completed at least one transferable skills checklist¹, complete this section.</i></p> <p>For each row, list 2-3 high-demand skills you now possess. (You must be able to describe a time when you applied this skill.)</p> <p>Then list 2-3 skills you still need to develop.</p>	Illustrative Transferable Skill Areas	Transferable skills I now possess that are in high demand by employers		Transferable skills that I still need to develop for the types of positions I will be seeking		
	Problem Identification, Research & Data Analysis					
	Leadership, Teamwork, Teaching & Mentoring					
	Decision Making, Problem Solving & Resolving Conflicts					
	Communication – Verbal & Written; Individual & Groups					
	Vision, Creativity & Resourcefulness					
	Prioritizing, Setting Goals, Project Management & Time Management					
Set Two Professional Development Goals for this Year*						
Identify 2 new transferable skills that you need to acquire:	What resources will you use to develop this new skill?	By which semester will you acquire this new skill?	How will you assess your competency with this skill?	Check when accomplished✓		
1.						
2.						

¹Try the University of Michigan’s Transferable Skills checklist. <http://careercenter.umich.edu/article/phd-transferable-skills> or UMKC’s <http://php.umkc.edu/career/?q=node/1187> or and University of Wisconsin-Madison Graduate School IDP materials for social sciences and the humanities.