PRISMAP Career Development Plan – Guideline

Your Individual Career Development Plan (ICDP) describes all the aspects that are relevant to your personal and career development during your doctoral studies within the PRISMAP PhD label. You will prepare this ICDP with your supervisor at the start of your PhD – a sort of blueprint of your training with its objectives, and the means and resources to reach those objectives. You will review your progress against the ICDP once a year and assess your achievements and where your path has been adjusted or requires adjustment.

In this short introduction, we will guide you towards preparing your ICDP.

**Step 1: Reflect on your long-term goals and how you plan on achieving those within this PhD.**

* Where do you see yourself in 5 years? In 10 years?
* What do you require to reach that objective?
* How can this PhD get you there?

**Step 2: Translate this reflection into action.**

* What should be the focus of your research activities?
* What additional topical training do you need? Where can you access this training most efficiently?
* What other experiences are most relevant? (Participation in conferences, international mobility, …)
* What additional skills would be beneficial to your profile?

**Step 3: Write it down in the ICDP.**

Here is a description of the ICDP template section per section:

* PhD Student / Supervisor: Fill in your personal information details and that of your (co-)supervisor(s)
* Project breakdown:
  + Determine what percentage of your time you will dedicate to each: Research, Mobility, Training, and Outreach activities.
  + Fill in the information about your project (title, PRISMAP objective from the charter that your project most closely relates to)
  + Consider the milestones through which you will evaluate your own progress. Consider research-related milestones (such as performing a specific experiment), as well as practical milestones (e.g. annual doctoral evaluation, participation in an international conference, defending your thesis, …)
  + Put a timeline on those milestones. It gives you a goal to strive for. It also helps with your own time management and to assess progress.
* Mobility: Use this section to fill in the information about your own plans for international mobility. These are optional but recommended considering that PRISMAP strives to promote mobility and internationalisation. You may remove unnecessary lines or add more depending on your own training programme.
  + Fill in the general information about the project
  + You may already suggest some milestones and timeline, though the detailed content may only be available at a later stage
* Training and development plan: Describe here the specific training that you will follow **outside** of the main PRISMAP training events to increase your knowledge and your employability. For each aspect, please consider the following:
  + Objectives: what do you aim to realize with this training?
  + Action: what action will you take to reach your objectives? (e.g. following a course, participation in an event, …)
  + Resources: what do you need to achieve this action? (e.g. financial commitment, support, freedom to operate, …)
  + Milestone: how will you evaluate whether you are reaching your goal? (e.g. certificate of attendance, publication, nomination, …)
  + Timeline: when do you aim to reach that milestone?
  + Research skills: research-related trainings, either of academic or technical nature (e.g. course on nuclear chemistry, training in ethical animal handling, radiation protection training…)
  + Language, writing & communication: anything related to sharing information or simply learning a foreign language for your daily activities (e.g. local language course like French at CERN or German in Munich, academic writing, presentation skills, …)
  + Management & funding: managing your time, your profile, your research, and your career as well as how to attract funding for your research and activities (e.g. a course on project management, an information session on research fellowships, a workshop on time management, …)
  + Networking: promoting yourself to achieve your long-term personal and career objectives (e.g. participation to conferences, mentorship, …)
* Outreach plan: As part of the PRISMAP online dissemination activities, you are expected to contribute to the PRISMAP newsletter/blog. In addition to that, you are invited to set your own outreach goals. Everyone has a different character, and you should be able to approach outreach in the way that corresponds to yours. Make sure you discuss the details such as time commitment and target audience with your supervisor.
  + Format: what sort of outreach you aim for (e.g. key events like Researcher’s Night or Open Days, high-school lectures, guiding facility visits, maintenance of the PRISMAP blog, social media channels, blogging, vlogging, wikis, …)
  + Target audience: type of audience (e.g. children, general public, policy makers, …) and size of audience (from a few at a time on a very personal way up to millions at once)
  + Frequency: outreach activities can be event-based, recurrent with a specific basis (e.g. once a week/month), or intense over a short period of time

Consider diversifying your communication and outreach activities to avoid monotony and to learn different aspects.

**Step4: Annual review**

Once a year, you should review your progress against your ICDP to monitor achievements and deviations from your plans. Life evolves, so do you, and so should your ICDP. The annual review form follows the same sections as the original ICDP and lets you assess the achievements and progress towards your different objectives in your research, your mobility, your trainings, and your outreach activities.