

MWGaiaDN: Revealing the Milky Way with Gaia

Personal Career Development Plan

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Information on preparation of a Personal Career Development Plan

Each researcher recruited for initial training will establish, together with her/his personal supervisor(s) in the host organization, a Personal Career Development Plan comprising his/her training and career needs (including complementary skills) as well as the scientific objectives and will later on report upon the success with which these objectives were met. In this way the researchers will be encouraged to play an active role in shaping their own training programme and professional development.

A Personal Career Development Plan means a plan established by the researcher, together with the scientist(s) in charge of supervising his/her research training activities, indicating his/her training and/or transfer of knowledge needs and scientific objectives as well as measures foreseen to meet these objectives, plus a description of his/her research training activities and, later on, a report on whether or not these objectives were successfully met.

With each appointed researcher a Personal Career Development Plan (PCDP) will be formulated taking into account the researchers' personal interests, background and capabilities. It will include a preliminary description of the foreseen training activities (selection of topics of interest, complementary skills in which he/she should be trained (e.g. presentation skills, project management, language), secondments to other network teams, etc.), as well as an initial estimation of expected achievements and personal milestones, with approximate time scheduling (publication in conferences within a given time frame, crucial contributions to specific software packages, etc.). To ensure homogeneous criteria and standardized format, conception and formulation of the programme will be undertaken by a training committee (TC). Training activities for researcher contracted by SMEs (with lower training capacity) are planned during secondments at academic partners.

POSSIBLE STEPS TO DEVELOP AND IMPLEMENT AN INDIVIDUAL DEVELOPMENT PLAN

Your career development plan will be a mixture of career-related documents and material that you have collected, plus your own notes and analysis of your motivation, future aspirations, and generally how you think and feel about your career. The important point is to view keeping a career development plan as a continuous process, which you should be proactive about updating and reviewing, and in which you should be honest with yourself about your goals, likes and dislikes, and strengths and weaknesses.

What could be included in a Personal Career Development Plan (PCDP):

- Assessment. First, identify your current skills, knowledge, abilities, and interests.
- Goals. Identify the new skills, knowledge, and experiences you would like to acquire and have. Do these goals match your personal and career interests? Are your goals in agreement with your organization's and projects goals, mission and vision?
- Learning purpose. Identify the gap between the current situation and the desired outcome. This will produce a statement of purpose that should clarify why you want to learn something, and what specific skills, knowledge and abilities you wish to develop.

- Learning objective(s). Identify what skills, knowledge, and abilities are to be acquired or enhanced. Remember that this is only a plan, not a rigid promise; your plan can and should be revised as your goals change and as learning occurs.

How could an effective Career Development Plan (CDP) look like? The CDP:

- should define clear, ambitious and achievable objectives
- should outline concrete steps (training, publications, tasks to be carried out etc.) to be taken
- should take into consideration efficient use of the Career Development Allowance
- should be based on an agreed time schedule
- should be updated at least every year
- should cover the period of recruitment in the ITN project and open up perspectives for the time afterwards

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Personal Career Development Plan

Name of fellow:

Institute:

Name of Supervisor(s):

Starting date:

Revision date :

1. Research

- Title
- Abstract
- Specific research questions to be tackled
- Expected main results
- Work plan year 1, year 2, year 3 (year 4 possibly)
- Deliverables, anticipated publications

2. Training

- Research skills and techniques
- Research management
- Communication skills
- Other professional training (course work, teaching activity)
- Anticipated networking opportunities, secondments
- Other activities (community, etc) with professional relevance
- Programme of schools, workshops and conferences

The PCDP will be reviewed annually by the ESR and his/her supervisor(s) to allow for regular formal monitoring of the progress. This could be part of the normal reviewing process at the host institute.

Date & Signature of fellow:

Date & Signature of supervisor:

Career Development Plan

Guidance on some of the competencies expected

The following points are a non-exhaustive series of aspects that could be covered by the career development plan, and it is relevant to the objectives that will be set by the researcher and the supervisor(s) at the beginning of the fellowship period. These objectives should be revised every year and should be used as a pro-active monitoring of progress in the researcher's career.

1. Research

This section should give an overview of the project with a short description of the specific questions to be tackled and the main results expected during the training period. A work plan should be provided including approximate dates for deliverables such as publications, codes and simulations.

2. Training

- Research skills and techniques:
 - Competence in observational or theoretical astrophysics, research methodologies, data acquisition, statistics, analytical skills.
 - Original, independent and critical thinking.
 - Critical analysis and evaluation of one's findings and those of others
 - Acquisition of new expertise in areas and techniques related to the researcher's field and adequate understanding their appropriate application
 - Foresight and technology transfer, grasp of ethics

- Research management:

Ability to successfully identify and secure possible contracts, grants and sources of funding as appropriate; Project management skills relating to proposals and tenders work programming, supervision, deadlines and delivery, negotiation with funders, financial planning, and resource management; Skills appropriate to working with others and in teams and in teambuilding.

- Communication skills:

Personal presentation skills, poster presentations, skills in report writing and preparing academic papers and books. To be able to defend research outcomes at seminars, conferences, etc.

Contribute to promote public understanding of one's own field.

- Other professional training (course work, teaching activity):

Involvement in teaching, supervision or mentoring

- Anticipated networking opportunities, secondments:

Develop/maintain co-operative networks and working relationships as appropriate with supervisor/peers/colleagues within the institution and the wider research community.

- Other activities (community, etc) with professional relevance:

Issues related with career management, including transferable skills, management of own career progression, ways to develop employability, awareness of what potential employers are looking for when considering CV applications etc.

- Programme of schools, workshops and conferences.