

Plan to succeed – 10 Development Days

1. Plan to succeed

The College attaches great importance to personal and professional development and the need for all staff to equip themselves with key skills, not only to undertake their College responsibilities effectively but as a personal benefit in relation to their longer-term careers.

To support you, as a postdoc, fellow or clinician at Imperial, you have an allowance of up to 10 days development per year written into your contract.

2. Why

Personal and professional development will help you achieve your goals.

- Reflecting on your current skill set and your career ambitions.
- Investing in your own development will allow you to build your skills for your career.
- Through your development you will be able to demonstrate and evidence your skills and experience in fellowship, grant and job applications.

3. Your 10 Days

- 10 days are in your contract – this is unique to Imperial.
- Understand what you can use these days for – they can be used for anything that is above and beyond your day job.
- Plan and discuss with your line manager, mentor, colleagues, the PFDC - how to use these days.
- It's important to use them. Do not waste or not use your days as they cannot be carried over to the next year.
- Keep a record of your development – what have you done, what did you learn? Can you implement and develop your learning?
- Your [Personal Review and Development Plan](#) (PRDP) can be used as a record and a useful reference for discussion.
- Be proactive in your development – identify what you need and research how you can achieve it.
- And remember, all PFDC courses are free for Imperial postdocs, fellows and clinicians.

4. You are all highly skilled individuals

Personal and professional development will enable you to enhance your current skills and develop new skills.

What skills do you need to succeed in your career?

Common skills required in academic roles and roles beyond academia include (skills have been identified via job descriptions seen at PFDC mock interview):

- Independence
- Specific research / technical skills
- Academic writing skills / good written communication
- Oral communication skills
- Teamwork
- Teaching and supervision
- Networking skills
- Awareness of the importance of Equality & Diversity
- Monitoring, reviewing and reflection
- Leadership and management skills

5. How can you achieve these skills?

Below are some ideas of how you can develop the skills you need to succeed in your career:

- [Courses](#) – internal or external
- Be a [mock interview panellist](#)
- Be a [STEM Ambassador](#)
- Contribute to your [Postdoc Reps Committee](#)
- Take part in a committee i.e. Health and Safety
- Become an [Assistant Supervisor](#)
- Plan/organise or attend an event
- [Teaching](#) & student support
- Develop and deliver – Outreach and Engagement Activities
- Use the time to develop your [Personal Review and Development Plan](#) (PRDP)

If you have any questions about your personal and professional development please **contact us:** pfdc-support@imperial.ac.uk

