

Individual COVID Plan ("ICP") Prompts for Trainees and Mentors

"ICP" Phase	Questions trainees should be considering	Things for mentors to consider during an effective "ICP" conversation
1. Assessment (trainee)		
	<p>Accomplishments:</p> <ul style="list-style-type: none"> • What challenges am I facing when it comes to making progress toward my previous goals right now? • Are there strategies that have worked better for me than others? • What goals are impacted by COVID? How are those goals impacted? Which goals can I work toward? Which goals/what aspect of my goals are out of my control at this point? • Are there new opportunities to make progress toward my goals right now? • What will transitioning back to the lab look like? How should I prepare for that transition? <p>Skills:</p> <ul style="list-style-type: none"> • Are there skills that I can focus on during the shelter-in-place orders? • What skills are not possible to work on right now? Are there skills that I can focus on during the shelter-in-place orders instead? • What tasks are going to be difficult when we transition back to working in the lab? What skills should I prepare for with that transition in mind? • What skills might I need in order to transition back to working in the lab? <p>Interests:</p> <ul style="list-style-type: none"> • Have my interests changed since the shelter-in-place orders started? • What tasks give me energy during these difficult times? Which tasks seem to require more energy now versus before? <p>Values:</p> <ul style="list-style-type: none"> • Have my values changed since the COVID outbreak? • What priorities should I be aware of within myself and outside of myself? • Have the rewards and outcomes that I want from my future career changed? • What are the known impacts from this outbreak and what are the unknowns? 	

<p>2. Career and Professional Considerations (trainee)</p>	<ul style="list-style-type: none"> • Has the COVID outbreak impacted my previous intended post-training career outcome? If so, what questions do I need to have answered in order to move forward or shift plans? • Has the COVID outbreak impacted my preparedness for my next career step? • Are there transitional experiences that I can obtain during this crisis that I wasn't able to focus on before? • How can I still make progress toward my career goals during this crisis? 	
<p>3. Goal Setting (trainee)</p>	<p>SMART goals, mapped to a timeline</p> <ul style="list-style-type: none"> • What challenges are making it hard for me to make progress toward my research and/or professional goals? • What goals for my research and career progress need to be adapted? How should I plan to adapt these goals during the shelter-in-place orders versus as we transition back to working on campus? • Are there new goals, short-term and/or long-term, that I can work on instead during this crisis in order to still make progress toward my research and career goals? • What skills do I need to build in order to be prepared for the transition back to campus? 	

<p>4. Implementation (trainee and mentors)</p>	<ul style="list-style-type: none"> • Trainee attends meeting with mentor(s) • Discuss and revise written goals and timing with input from mentor(s) • Work with mentors to achieve goals and steps on time • Repeat steps 1-4 periodically 	<p>Be mindful that everyone’s situation is different – do not make assumptions about what is possible.</p> <p>Instead of thinking about productivity, help your trainees assess their situation in order to find ways to be still make progress during these challenging times.</p> <p>It is very likely that you and your trainees are dealing with mental health concerns right now. There are a lot of unknowns right now. Help trainees try to accept that they can’t control some things but help them identify what they can control in order to help them focus on making progress.</p> <p>Productivity will necessarily change in response to this crisis for any number of reasons. Don’t define what productivity level your trainees should be making, but instead work with your trainees to come to shared expectations about how they can make progress while working remotely and while transitioning back.</p> <p>Perhaps you can help your trainees identify ways to adapt their current goals in order to find new opportunities to make progress.</p> <p>Clear and realistic expectations are very useful in times like these. Make sure you provide guidance where it is appropriate while also listening to the needs of your trainees to provide them equitable structure.</p> <p>Your trainees are probably concerned about how the current crisis and the economic impact will affect their career plans. It is important to give your trainees the space and time to work through these concerns.</p> <p>Work with your trainees to determine if current plans can be adapted in order to see if progress can be made on some goals.</p> <p>If some goals are at a standstill, then determine what steps will be taken as</p>
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