

ACTIVITY | Leadership Development Plan



GOAL | To develop a leadership development plan that sets clear performance expectations and objectives aligned with the organization's goals.



RELEVANT FOR

- Middle Manager
- Supervisor



DESCRIPTION | Construct a leadership development plan for an individual employee. Carefully consider organizational goals as well as individual needs. Assess practice strengths and challenge areas to construct a plan most relevant to the individual, unit, or program. Structure the plan to designate goals and activities over a 12-month period. Respond to the reflection questions on the worksheet, and then use the plan template to construct your plan based upon an analysis of the individual, unit, or program area's professional development needs. As appropriate, involve others in the discussion of professional development needs.



MORE INFO

[Innovations Exchange Participant Summary on Education and Professional Development](#)



Leadership Development Plan

The intent of this worksheet is to help you think through the process to guide and support continuous learning and self-management to develop the most meaningful plan. You should be setting goals that will build your capability to address critical leadership challenges and/or to advance your career as a leader.

REFLECTION QUESTIONS

What are the leadership competencies you've identified as areas of strengths or challenges?

What do you want to know more about and in what areas do you want to develop more skills?

How does your personal vision statement influence your leadership development plan? (See Personal Vision Statement)

What support do you need from others?

What self-care areas did you learn you could enhance after taking the quiz?

With whom will you share your plan?



DOCUMENTING YOUR PLAN

Target no more than three goals in your plan. Creating more will inevitably hinder your ability to focus effectively on any of them.

Be as specific as possible. For example, “Improve my ability to negotiate roles and responsibilities in the merged organization” is more useful than “Improve my negotiation skills.”

Explain why each goal is important to you. Having a sense of why your goals are important should help you maintain your focus on achieving them.

Explain the actions you will take to achieve each goal. Identify specific things you can do or start immediately as well as longer term activities.

Identify who you will share your plan with and time frames for holding yourself accountable. For example, will you be sharing this with your manager, a peer, a coach? Will you be checking in monthly, quarterly, etc.?



Leadership Development Plan

Name:

Date:

Goal 1

Goal 2

Goal 3

WHY THESE GOALS ARE IMPORTANT TO ME:

Goal 1

Goal 2

Goal 3



ACTIONS NEEDED TO ACHIEVE EACH GOAL

Objectives for Goal 1:

1.

2.

3.

Objectives for Goal 2:

1.

2.

3.

Objectives for Goal 3:

1.

2.

3.

I am sharing this plan with:

We will meet: