Leadership Development Plan Template

**Name**: John Smith

**Position**: VP of Operations

**Location**: Fort Worth, TX

**Supervisor**: Jane VanGogh - Senior VP of Programs and Operations

**Facilitator**: Tom Lucas – Chaos Reduction Officer

**Plan Timeframe: 1/1/XXXX - 12/31/XXXX**

**Review Period**: Monthly review meeting w/ facilitator or supervisor

**Development Focus:** To become more strategic in thought and activities, reducing tactical task work by increasing delegation of operational, tactical tasks while ensuring successful completion.

**Action Plan**

**Development Action:**  Read the following books

* **Timing**: One book per month completing 5/1/XXXX
* **Cost**: Approx. $60.
* [Traction by Gino Wickman](https://www.amazon.com/gp/product/1936661837/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=1936661837&linkCode=as2&tag=1031c-20&linkId=0b2b942f36d4532bcd0c738a437de273)
* [The Secret by Ken Blanchard](https://www.amazon.com/gp/product/1626561982/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=1626561982&linkCode=as2&tag=1031c-20&linkId=b3a470d0396ecacd3f3e304dad98c50a)
* [The Making of a Manager by Julie Zhuo](https://www.amazon.com/gp/product/0735219567/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=0735219567&linkCode=as2&tag=1031c-20&linkId=12a7eb03653c2dfc7bdaaa42d996614d)

**Development Action:**  Complete the Delegate and Elevate tool as part of EOS, identifying a minimum of 10 delegation items.

* **Timing**: Complete by 5/1/XXXX
* **Cost**: $0 – Just time
* [Delegate & Elevate tool template](https://www.eosworldwide.com/hubfs/EOS-Delegate-and-Elevate.pdf)

**Development Action:**  Add as many of these development action items as needed.

* **Timing**: Always give a specific completion/achievement date
* **Cost**: Estimate if not fully known. This allows budgetary approvals.
* Add specifics as part of your S.M.A.R.T. Goals