

# 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
- The Secret by Ken Blanchard
- The Making of a Manager by Julie Zhuo

**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

**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