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.

**Top 3 Strengths**

1. Relational capital with teams
2. Strong operational knowledge
3. Excellent accountability leadership

**Top 3 Development Opportunities**

1. Being the technician rather than strategist
2. Identification of delegation opportunities
3. Communication of strategy vs. Operational details

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| --- | --- | --- |
| **Action** | **Time / Cost** | **Details** |
| Read the following books | **Due**: 5/1/XXXX **Cost**: ~$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) |
| Complete the Delegate and Elevate tool as part of EOS, identifying a minimum of 10 delegation items. | **Due**: 5/1/XXX  **Cost**: $0 + time | * [Delegate & Elevate tool template](https://www.eosworldwide.com/hubfs/EOS-Delegate-and-Elevate.pdf) |
| Add as many of these development action items as needed by adding rows below and copy/paste this row. | **Due**:  **Cost**: $ | * Add your detail items here |