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
4. Being the technician rather than strategist
5. Identification of delegation opportunities
6. Communication of strategy vs. Operational details

<table>
<thead>
<tr>
<th>Action</th>
<th>Time / Cost</th>
<th>Details</th>
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| Read the following books                    | Due: 5/1/XXXX  
Cost: ~$60          | ❑ Traction by Gino Wickman  
❑ The Secret by Ken Blanchard  
❑ The Making of a Manager by Julie Zhuo |
| Complete the Delegate and Elevate tool      | Due: 5/1/XXXX  
Cost: $0 + time         | ❑ Delegate & Elevate tool template                                   |
| tool as part of EOS, identifying a minimum  |                       |                                                                         |
| of 10 delegation items.                    |                       |                                                                         |
| Add as many of these development action     | Due:                    | ❑ Add your detail items here                                            |
| items as needed by adding rows below and   | Cost: $                |                                                                         |
| copy/paste this row.                       |                       |                                                                         |