

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

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