

## Form B: Leadership Development Action Plan

<b>Employee Name:</b>	
<b>Department:</b>	
<b>Position:</b>	
<b>Supervisor:</b>	

### Introduction: How to Use This Form

A Leadership Development Action Plan is a way to build key leadership qualities and competencies in current leaders and potential future leaders.

The Leadership Development Action Plan focuses on building and following up on employee competencies specifically related to leadership. Competencies are defined as baseline leadership qualities and leadership level skills.

The Leadership Development Action Plan is used to map specific activities and time frames toward employee skills and performance development, with the goal of moving into a leadership or new leadership role. The creation of the plan is both a collaborative effort and two-way commitment between employee and supervisor. Both should retain an up-to-date copy of the document, which should be revisited as often as necessary.

### Employees should consider:

- How to perform existing responsibilities more effectively.
- Aligning their career goals with their leadership development objectives.
- Gaps identified in their leadership 360 assessments (if applicable).
- Competencies required at different levels of the spectrum for both the Core and Leadership competencies (as identified in the Succession Planning and Leadership Development Toolkit and the Competency Framework Handbook).

### Supervisors should consider:

- Performance evaluations offered by employees, their mentors, and direct supervisors.
- Pinpointing competency gaps within the employee's skill set as identified by the 360 assessment (if applicable).
- The employee's career aspirations.
- Leveraging the employee's strengths for development towards the most suitable leadership positions.

## Action Plan

*To be completed by the employee and supervisor.*

The tables below help identify methods to fill the competency gaps and achieve the leadership development goals by building a concrete action plan. Think about training sessions, coaching, mentorship, project resourcing, external opportunities, etc. as different ways a quality or competency can be developed.

**Competencies: (see the Succession Planning and Leadership Development Toolkit and Competency Framework Handbook for detailed information)**

### Leadership Competencies

*Effective Communication  
Performance Management  
Project Management  
Change Management*

### Core Competencies

*Strategic Thinking  
Fostering Innovation  
Service Excellence & Teamwork  
Accountability & Integrity*

<b>Leadership Development Goals and/or Competencies to be Developed (consider your 360 Assessment Report if applicable)</b>	<i>Examples: Move into a management position Move into a Senior Management position Improve my project management skills Strengthen my presentation skills</i>

Contextual on the Job learning (approx. 70% of development)			
Target Competency	Competency Development Method	Timeline for Completion	Measurement of Achievement
Example: Effective Communication	Present at department meetings.	October 30, 2014	Personal comfort increased. Positive presentation reviews from staff.

Relational learning (approx. 20% of development)		
Name of Mentor/ Coach	Timing of meetings	Measurement of Achievement
Example: Joe Boss	Once a month	Demonstrated participation in meetings.

Formal Training (approx. 10% of development)				
Target Competency	Competency Development Method	Timeline for Completion	Measurement of Achievement	Estimated Cost
Example: Effective Communication	Toastmasters Training Course	Dec. 30, 2015	Demonstrated participation in meetings.	\$300.00
<b>Total Estimated Course Costs:</b> _____				

## Leadership Development Action Plan Agreement

*The employee and director/manager/supervisor will sign off on the Leadership Development Action Plan once the plan is finalized. A signed copy will be forwarded to Human Resources for filing in the employee's personnel file.*

The employee and supervisor named below agree to the leadership development activities and time frames named above in pursuit of the employee's target development capabilities. Completion of the activities named above within the specific time frames will be tracked on at least a bi-annual basis and be reflected in the employee's performance evaluations.

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Employee Signature

Date

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Supervisor Signature

Date

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Department Director Signature

Date

## Leadership Development Progress Tool

*It is suggested that the supervisor and the employee review progress and record as necessary.*

Review Date: June 12 2015	
Competency	Progress
Ex. Effective Communication	Have met with mentor monthly for 6 months. Not meeting for 2 months due to scheduling conflicts. Will meet again in September 2015
Ex. Change management, project management	Future Reader Leadership Program. Have completed 360 assessment and selection form. Awaiting notification of accepted or not accepted into the program
Review Date: _____	
Competency	Progress
Review Date: _____	
Competency	Progress
Review Date: _____	
Competency	Progress