

Sample Leadership Development Plan

Plan Created for: Sam Smith

Date Created:6/1

Development Areas	Action Plan	Target Dates
Build more effective relationships with team members and peers.	1. Schedule time with CEO and key peers at least quarterly. Take the opportunity to learn more about them personally beyond the tasks at hand.	7/1
	2. Volunteer for assignments and tasks outside my area that allows me to work more closely with my peers.	9/1
	3. Become more self-aware of my reactions under stress and be sure not to discourage others from contributing their ideas.	ASAP
	4. Increase my self-awareness of fairness to others.	ASAP
	5. Build trust with Managers by delegating more responsibilities.	9/1
Increase my team's skills and effectiveness through coaching and mentoring.	1. Assess my team's skills and experiences as part of the annual evaluations.	9/1
	2. Prepare a development plan for Manager A and Manager B with their input and interests.	9/1
	3. Meet with Manager A and Manager B monthly to discuss progress on the plans.	Monthly starting 10/1
	4. Set up monthly meetings on important topics to teach my team and build their skills and knowledge.	10/1
	5. Start plan for management succession.	10/1
	6. Determine what I can delegate to my managers and others.	9/1
	7. Explain the rationale for changes in technical questions and edits.	ASAP
Improve my approachability so others will seek me out more often when needed.	1. Whenever I am in the hall keep my head up and make eye contact with everyone and give a smile and nod. Call them by name.	ASAP
	2. Use positive non-verbal cues (nodding, eye contact, positive expressions, etc.) when talking with others.	ASAP
	3. Become more aware of my non-verbals when frustrated with a team member. Try not to show my frustration.	ASAP
	4. Solicit feedback from my team members quarterly about areas	

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	to improve my personal leadership and the department. Thank them for the feedback.	7/1
	5. Assess the audience before I criticize or provide feedback. Need to choose my words with certain people to	ASAP

Leadership Behaviors

Stop	Start	Continue
Criticizing team members in public	Coaching more often	Building my team's skills
	Showing appreciation	Running great meetings
	Demonstrating empathy for others	Running a top-notch claims function

Measures of Success

Measures of Success	Source
1. Noticeable changes in my leadership effectiveness.	CEO and key stakeholders.
2. Competency changes.	Re-survey 360 in 9 months.

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