

Your Personal Leadership Development Plan



Name

Title / Occupation

Organization

Current Annual Salary

Target Salary

1. YOUR LEADERSHIP PROFILE

What do you consider the top traits of an **exemplary leader**?

What are **your strengths** as a leader (as determined by assessments, self-reflection, feedback from others, etc.)?

What **values** or central beliefs guide your attitudes and actions as a leader?

What are your top three **motivators** (e.g. recognition, helping others, money, accomplishment)?

2. YOUR LEADERSHIP CAREER GOALS

What are your short-term career goals (1-2 years)? Where do you hope to be in 1-2 years?

What are your long-term career goals (3-5 years)?

3. YOUR LEADERSHIP DEVELOPMENT PRIORITIES

Name 1-3 specific **leadership challenges** you hope to tackle in the coming year.

Name 2-3 **leadership capabilities** you want to develop, or improve upon, in the year ahead.
(For example: strategic thinking, developing others, catalyzing change, executive presence, giving feedback, cultivating teamwork, etc.)

Emotional intelligence, or EQ, is critical to effective leadership. What aspects of your emotional intelligence do you want to improve or leverage more effectively? (For example: self-awareness, social management, emotional regulation, thinking before reacting, empathy, motivation, etc.)

4. LEADERSHIP DEVELOPMENT ACTION PLAN

For each development priority you named above, outline the specific steps or activities you will undertake to fulfill your goal. Identify a target completion date for each.

Capability #1

Goal:

Development Activities:

How will you measure success?

Support or Resources Needed:

Obstacles: What might get in your way of achieving this goal?

How will you overcome those obstacles?

Target Completion Date

Actual Completion Date

4. LEADERSHIP DEVELOPMENT ACTION PLAN CONT.

Capability #2

Goal:

Development Activities:

How will you measure success?

Support or Resources Needed:

Obstacles: What might get in your way of achieving this goal?

How will you overcome those obstacles?

Target Completion Date

Actual Completion Date

4. LEADERSHIP DEVELOPMENT ACTION PLAN CONT.

Capability #3

Goal:

Development Activities:

How will you measure success?

Support or Resources Needed:

Obstacles: What might get in your way of achieving this goal?

How will you overcome those obstacles?

Target Completion Date

Actual Completion Date

5. STAYING THE COURSE

Who will support you in accomplishing your Leadership Development Plan? Who will hold you accountable?

Action Step: Reach out to that person or persons to establish a schedule for your support and accountability meetings.

Contact The Workplace Coach today

to learn how one of our top-ranked executive leadership coaches can accelerate your development as an exceptional leader.