 [**Employee Development Plan Templates**](https://teamflect.com/blog/performance-management/employee-development-plan-template/)

**-LEADERSHIP DEVELOPMENT PLAN-**

**Employee Name:**

**Position:**

**Department**:

**Date:**

|  |
| --- |
| **Assessing Current Leadership Skills:** |
| Self-assessment: [Self-reviews are a key part of any leadership skills template.] |
| 360 Degree Feedback Data: [Include the data you receive from your feedback software here.] |
| Other Possible Assessments: [This section depends on your organization's culture and established leadership practices.] |

|  |
| --- |
| **Defining Leadership Goals:** |
| * Long-term Vision: [Define your long-term leadership aspirations and where you see yourself as a leader in the future.] |
| * Short-term Objectives: [Set specific, measurable, achievable, relevant, and time-bound goals related to leadership development.] |

|  |
| --- |
| **Targeted Leadership Competencies:** |
| * Identify Key Competencies: [What are the key leadership competencies you want your employee to have at the end of this?] |
| * Competency Gap Analysis: [Which competencies do they already possess? Which ones do they need?] |

|  |
| --- |
| **Development Strategies:** |
| * Training and Workshops: [These may include activities such as leadership development programs, seminars, workshops, or conferences.] |
| * Coaching/Mentoring: [Will you be implementing a buddy or mentorship program to assist your employee on their journey?] |
| * Reading and Self-Study: [Some employees grow better when they are learning at their own pace.] |

|  |
| --- |
| **Action Plan:** |
| * Set Specific Actions: [Identify specific actions and steps you will take to develop each targeted leadership competency.] |
| * Timeline: [Establish a timeline for each action item to ensure progress and accountability.] |