

Leadership Development Plan Template

The purpose of this document is to provide instructions and a template to assist you with writing your leadership vision statement, leadership mission statement, and a development template to assist you with reaching your leadership goals.

Vision Statement

A vision statement is a paragraph which describes everything you would like to be, do, and have in your career. It describes what you want to achieve in the future. To assist in writing your personal leadership statement consider the following questions:

- Where do I want to be in my career in the future?
- What are the major overall goals you would like to achieve one day in your career?

Use this space to brainstorm key words and ideas for your personal leadership vision statement.

[Click here to enter text.](#)

Write your personal leadership vision here.

[Click here to enter text.](#)

Personal Mission Statement

A personal mission statement is a declaration that describes one's purpose. Typically, a mission statement articulates qualities for development, and outlines accomplishments and contributions that an individual wants to complete.

Use: Can be used to guide professional and personal activities. This tool becomes a tool to measure accomplishments and set priorities.

Template: use the mission statement template below to identify personal development goals, steps you will take to meet your goals including anticipating obstacles and leveraging your strengths, identifying resources and support to assist you in meeting your goals, and developing an accountability and acknowledgment plan.

Directions: Select at least two areas in which you would like to develop. You may focus on your current role, or you might select an area that is more aspirational. Write specific goals describing how/what you want to change or improve. Consider the questions below.

- What can I do differently/better that would make the greatest positive impact in my work?
- What development priorities will give me the greatest leverage in improving my individual leadership and management competencies or my organization's performance?

Mission Statement Template	
What: My Personal Development Goals	
Goal 1: Click here to enter text.	
Goal 2: Click here to enter text.	
Goal 3: Click here to enter text.	
How: Action Steps I Will Take to Meet My Development Goals	
Identify what you need to stop doing, start doing and keep doing on the job. These short-term actions will contribute directly to your long-term goals.	
1. Plan your actions.	
Implement something every day. What situations, people or events do you think you would modify if you used a new approach?	What new behavior will I try? Where will I push my comfort zone?
<i>Example: Each day I will work on my listening skills in order to become a better coach to my employees.</i>	<i>Example: Instead of trying to fix problems, I will ask questions in order to get employees to identify possible solutions.</i>
Every time I see the following situations:	...I will take the following action:
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<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.
<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.
How: Action Steps I Will Take to Meet My Development Goals	
2. Anticipate obstacles.	
What barriers can I identify which might hinder me in pursuing my development goals? How can I overcome these barriers?	
Obstacle/Barrier	Solution
<ul style="list-style-type: none"> Click here to enter text. 	<i>Click here to enter text.</i> <hr/> <i>Click here to enter text.</i> <hr/> <i>Click here to enter text.</i>
<ul style="list-style-type: none"> Click here to enter text. 	<i>Click here to enter text.</i> <hr/> <i>Click here to enter text.</i>
3. Leverage strengths.	
Which of my strengths can I leverage to help in achieving my goals?	

Strength	How will it help me achieve my goals?
• Click here to enter text.	<i>Click here to enter text.</i>
• Click here to enter text.	<i>Click here to enter text.</i>
• Click here to enter text.	<i>Click here to enter text.</i>
Who: Resources and Support for Achieving My Goals	
Who will I ask to support me? Who do I know who possesses the competencies I want to build? Click here to enter text. Click here to enter text. Click here to enter text.	How will I draw on my coach, peers and others to track my progress, gather advice and feedback and support my learning? Click here to enter text.
Accountability	
When will I begin taking action to meet my goals? Click here to enter text.	
When do I expect to see significant progress? (Milestone commitments) Click here to enter text. Click here to enter text. Click here to enter text.	
How will I evaluate my progress? Click here to enter text. Click here to enter text.	
How will I leverage what I learn? Click here to enter text. Click here to enter text. Click here to enter text.	
Acknowledgement	
What will be the impact of meeting my development goals on me and my career? Click here to enter text.	
How will my organization benefit from the changes/improvements I have identified? Click here to enter text.	
How will I celebrate when I meet my goals? Click here to enter text.	