

## Individual Leadership Development & Support Plan

### INDIVIDUAL LEADERSHIP DEVELOPMENT SUPPORT PLAN & WORKSHEET

Developing effective leaders is made easier when thoughtful consideration is given to planning for the development opportunity or intervention. This planning template and corresponding worksheet provides the manager with the critical topics to be considered in the planning process. A brief explanation follows.

#### Development Needs.

Write a one sentence overview of the development needs observed by following the steps outlined in the article, "[Developing Effective Leaders, Part Two.](#)"

#### Signs & Symptoms that Support the Needs Diagnosis

List two or three of the symptoms observed, such as,

*"Jonathan tends to micro-manage".*

#### Specific Development Outcomes & Goals

The development outcomes and goals are divided into two areas: long term and short term.

- The long term outcomes / goals are your descriptions of the competency mastery that will be achieved over a long term period, such as 12 months or more.
- The short term outcomes and goals are the incremental benchmarks you expect the person to achieve as a result of the leadership development process. An example is,

*"Jonathan will attend the company supervisory training program that will be offered in the Fall of 2011."*

The Planning worksheets describe the actions and solutions to be undertaken.

#### Consider Cause Factors and How to Overcome Obstacles

This paragraph is designed to alert the manager(s) to the underlying causes and any predictable obstacles that may be encountered during the development process. These are the contingencies that should be part of the planning process.

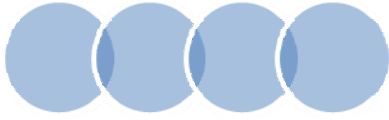
#### Planned Resource Intervention & Support

This paragraph spells out the type of resource or support that will be provided. Examples include, but are not limited to, coaching, training, conflict resolution, process improvement, or other activity.

#### Coaching Planning Worksheet

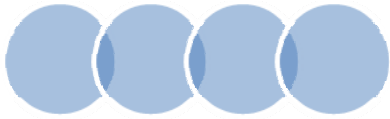
Coaching conversations used in conjunction with leadership development planning should use a problem-solving format in order to ensure that the solutions are effective. The worksheet helps the planner stay on course by addressing three topics:

- Symptoms to be addressed
- Probable causes
- Specific actionable coaching solutions.



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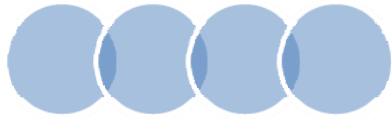
Employee's Name:	Date:
Developmental Needs:	
Signs & Symptoms that Support the Needs Diagnosis:	
Specific Developmental Outcomes & Goals	Dates
Long Term:	
Short Term:	
Consider Cause Factors (Motivation, Understanding, Skills, Work Environment) and How to Overcome Obstacles	
Planned Resource Intervention & Support (Coaching, training, conflict resolution, process improvement; other)	



## Individual Leadership Development Worksheet

### Coaching Planning Worksheet

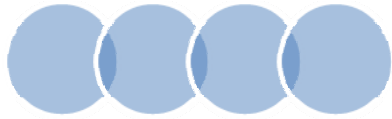
Participant:	Date:	Follow Up:	
	<b>Symptom to be addressed</b>	<b>Probable Causes</b>	<b>Coaching Solution</b>
1			
2			
3			



## Individual Leadership Development Worksheet

### Coaching Planning Worksheet

Participant:		Date:	Follow Up:
	Symptom to be addressed	Probable Causes	Coaching Solution
1			
2			
3			



## Individual Leadership Development Worksheet

### Coaching Planning Worksheet

Participant:		Date:	Follow Up:
	Symptom to be addressed	Probable Causes	Coaching Solution
1			
2			
3			