**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. 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.

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| **What: My Personal Development Goals** |
| **Goal 1:** Click here to enter text. |
| **Goal 2:** Click here to enter text. |
| **How: Action Steps I Will Take to Meet My Development Goals** |
| 1. 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. Click here to enter text. |
| 1. What barriers can I identify which may hinder me in pursuing my goals? How can I overcome these barriers?Click here to enter text. |
| 1. Identify your strengths and how your strengths can help you achieve your goals.Click here to enter text. |
| 1. Who will I ask to support me? Who do I know who possesses the competencies I want to build?   Click here to enter text. |
| 1. How will I evaluate my progress? Click here to enter text. |