

## 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.

#### 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.
2. What barriers can I identify which may hinder me in pursuing my goals? How can I overcome these barriers? Click here to enter text.
3. Identify your strengths and how your strengths can help you achieve your goals. Click here to enter text.
4. Who will I ask to support me? Who do I know who possesses the competencies I want to build? Click here to enter text.
5. How will I evaluate my progress? Click here to enter text.