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.

Write your personal leadership vision here.

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.