



Leadership Development Plan Template

This plan facilitates approximately five weeks of 360 degree feedback with exercises and personal reflections

Torch



INSTRUCTIONS

How to use the Leadership Development Plan Template

There are many benefits to using a self-guided template like this one. Specifically, a leadership development plan can help you:

1. Get clarity on a subjective, complex topic
2. Make long-term goals achievable
3. Uncover areas for leadership opportunities
4. Set out a clear path to leadership advancement

The way you utilize this template will depend on who you are. We share guidance for both individual contributors and HR teams below.

INSTRUCTIONS

Employees

If you want to take control of your own growth and start putting concrete steps in place to help further your career, our Leadership Development Plan Template is a great option for you.

1. Plan to take about five weeks to go through the leadership development process – either by yourself or with your mentor or coach.
2. Divide your time between active work, personal reflection, gathering feedback, and revisions.
3. Type your notes directly into the blank spaces we provide or in a separate document.

INSTRUCTIONS

HR Teams

If your team is working with a limited or reduced budget, you may be looking for ways to let people know there are still growth opportunities at your organization. Our Leadership Development Plan Template is a great resource for your employees.

1. Share this template with everyone at your organization and encourage people to work through it on their own time.
2. Employees should plan to take about five weeks to go through the leadership development process – either by themselves or with their mentor or coach.
3. Instruct employees to divide their time between active work, personal reflection, gathering feedback, and revisions.
4. Employees can type their notes directly into the blank spaces we provide or in a separate document.

If you want to provide your workforce with additional support, consider offering a mentoring or leadership coaching program to supplement your development efforts.

Set preliminary leadership development goals

WEEK

1

What is your leadership development vision for the next 6-12 months?

Make sure your goals are “SMART” by being specific, measurable, attainable, relevant, and timely. Write down your goals in the space provided.

Tip: Make sure your vision is flexible enough to make sense in a remote, hybrid, or in-office setting. You don't want your goals to be dependent on a specific work environment.

Example: My leadership development goal in the next six months is to become more comfortable receiving feedback from my direct reports. To accomplish this, I'm going to explicitly ask for feedback during my 1:1 meetings, distribute anonymous surveys, and take action on the suggestions I receive.



Examine traits of leaders you admire

WEEK 2

When planning your own development, it can be helpful to reflect on positive examples for reference.

Choose a few leaders you have worked with directly and indirectly and reflect on what traits you admire and why. Write down your thoughts in the space provided

Tip: If you're having a hard time thinking of anyone you know, you can expand your options by picking a leader you admire but haven't worked with. For example, if you admire Melinda Gates as a leader, you can still reflect on which of her traits you respect.

Example: The leader of our marketing team, David, is someone I admire. What I respect most about David is that he advocates for his team members. For example, whenever he senses that someone is overworked, he protects their time. He also recognizes the hard work of his team and makes sure the leadership team is aware of it as well. These are traits I'd also love to emulate as a leader.



Complete a 360 review

If your company offers 360 reviews, start that process as soon as possible to gather peer feedback and complete your self reflection.

The goal of a 360 is to help you identify strengths and areas of opportunity. Write down your learnings in the space provided.

Tip: If your company doesn't offer 360 reviews or currently has them on hold, you can use other assessments such as Myers-Briggs, Enneagram, or Clifton Strength instead.

Example: I learned a lot from my 360 reviews, including a few strengths and areas for improvement that I wasn't previously aware of.

Strengths

- *Not being afraid to voice my opinion*
- *Having difficult conversations*
- *Being flexible about deadlines*

Areas for improvement

- *Doing a better job of keeping my team updated*
- *Asking for more feedback and support from others*

Revise your leadership development goals *(include timeline)*

WEEK

4

Ask yourself:

- Did I discover a blind spot in my 360 or other assessment?
- Is there a trait of a leader I admire that I could receive mentorship from?
- Are the timelines I set for my goals appropriate or do I need to reprioritize?

Reflect on these questions to the right.

Tip: If you need to revise your leadership development goals and timeline, even beyond this stage of the process, that's ok! Flexibility is key during times of transition.

Example: After reviewing the results of my 360 review, I've determined that, in addition to my goal of asking for more feedback, I should also learn to ask for more support from my team. All the leaders I admire are great at collaborating with others, and that's something I'd like to work on too.

Review goals with your manager, coach, or mentor

WEEK 5

After you've set preliminary goals, reviewed traits of leaders you admire, completed a 360 and/or other assessments and revisited your goals, review your leadership development goals and plan with a trusted advisor. Take into account their feedback and record it in the space provided.

Tip: Go to your 1:1 meeting or session prepared with specific questions and prompts. This ensures that you'll have the most productive conversations with your manager, coach, or mentor.

Example: During a session with my leadership coach, we reviewed my leadership development plan. My coach gave me helpful feedback to refine my goals, and we agreed to increase our meeting cadence to a weekly basis to track the progress of my goals. I'm going to document all my updates in a shared document with my coach so she can stay up-to-date and provide me with guidance along the way.



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