

Leadership Development Plan Template

Use this template to set leadership development goals for yourself throughout important career milestones.

We recommend planning to take about four weeks to go through the leadership development process below. That time is divided between active work, personal reflection, gathering feedback, and revising.

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A leadership development plan can help you:

- 1 Get clarity on a subjective and complex topic
- 2 Make long term goals achievable
- 3 Uncover areas of leadership opportunity
- 4 Set out a clear path to leadership advancement

WEEK 1 Set preliminary leadership development goals

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

Make your goals "SMART" by being specific, measurable, attainable, relevant and timely.

WEEK 1 - 2 Examine traits of leaders you admire

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.

WEEK 2 - 3 Complete a 360 review (and/or other assessments)*

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.


Other assessments* may include: Myers-Briggs, Enneagram, Clifton Strengths. Use these in lieu of or in addition to a 360 review.



WEEK 3 - 4 Revise your leadership development goals

Ask yourself:

- Did I discover a blind spot in my assessment that I should focus on?
- 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?



WEEK 4 - 5 Review goals with your manager, coach, or mentor

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 below.




ONGOING Track and measure your development over time

What might be the most important part of creating your leadership development plan is that you measure your development and track progress towards your goals over time.

This means setting regular check ins for self evaluation, time with your chosen advisor (manager, coach, or mentor) and circling back with your team for their feedback (through a 360 and in one-on-one meetings).

Write out your time-bound measurement milestones below.

Take it further by adding the milestones above to your calendar or task management system.



Are you an HR or L&D leader looking to bring coaching and mentoring to your company at scale?

[Contact the team at Torch](#)

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