Now that you have identified some areas to work on for your development, a great way to help you stick to your plan is to write it down! Use this document to formulate your plan by focusing on specific areas and choosing simple, achievable actions to get you started.

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| **What is your overall development goal?** |
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| **What are your leadership strengths?** |
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| **How will you use these to support your development?** |
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| **What development areas have you identified?** |
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Choosing one development area to focus on, think of some actions you can take to begin work on your goal (use the assessment questions on the following pages to help you):

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| --- | --- | --- |
| **Action 1** | | |
| **What will you do?** | **When will you start?** | **When will you achieve it?** |
|  |  |  |
| **Action 2** | | |
| **What will you do?** | **When will you start?** | **When will you achieve it?** |
|  |  |  |
| **What potential barriers may you encounter and what are the solutions?** | | |
|  | | |
| **Who can you ask for support?** | | |
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| Leading for the future |
| *Creating shared vision* |
| * I help my team identify common goals. |
| * I influence others through what I say and how I say it. |
| * I empower my team to work autonomously towards team goals. |
| * I role model the behaviours agreed upon by the team. |
| *Goal setting* |
| * I work with my manager to set effective performance goals. |
| * I regularly review my progress against my goals. |
| * I work with my team members to set effective performance goals. |
| * I regularly review my team members' progress against their goals. |
| *Developing others* |
| * I encourage team members to find their own solutions. |
| * I always pair constructive feedback with a plan for improvement. |
| * I provide my team with opportunities to develop (e.g. Higher duties, stretch projects). |
| * I understand each of my team member's individual development goals. |
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| Leading others |
| *Communication* |
| * I listen carefully to understand what another person is saying. |
| * To avoid misunderstanding, I ask questions to clarify what the other person is saying. |
| * I deliver messages with clarity. |
| * I help ensure that everyone is kept informed and information is shared freely. |
| *Feedback* |
| * I seek constructive feedback from others and use it to improve my leadership. |
| * I am able to give constructive feedback to others when needed. |
| * I regularly provide praise to my team and colleagues. |
| * I deliver feedback with care and respect. |
| *Fostering a positive team culture* |
| * I work to solve problems, focusing on solutions rather than blaming others for the situation. |
| * I facilitate an environment where team members feel safe and comfortable speaking up. |
| * I recognise and reward the unique contribution each person makes to a team. |
| * I support my team members to develop and grow. |
| *Leading diverse teams* |
| * I express views that differ from others in effective, respectful ways. |
| * I work to create a sense of belonging by respecting each team member as an individual. |
| * I work effectively with others who are different from me. |
| * I proactively seek to include perspectives from a wide range of people. |
| Leading self |
| *Decision making* |
| * I am confident making decisions for myself and my team. |
| * I know when to adapt my decision-making style to suit the situation. |
| * I understand when I need to involve others in the decision-making process. |
| * I include and consider all relevant stakeholders in the decision-making process. |
| *Emotional intelligence* |
| * I am resilient. When things don't work out, I learn from it and bounce back. |
| * I pay attention to how my language and behaviour may be perceived by others. |
| * I am able to exert self-discipline and control over my emotions and behaviour. |
| * I recognise when a team member is not themselves and needs additional support. |
| *Leading with integrity* |
| * I understand the ethical responsibilities that come with leadership. |
| * I follow through on commitments I make to myself and others. |
| * I act in accordance with my words (e.g. Walk the talk). |
| * I respect other people's time, boundaries and ways of working. |
| *Reflective leadership* |
| * I am aware of how my attitudes, values, biases, and prejudices impact my leadership. |
| * I engage in activities that build or improve my leadership abilities. |
| * I know how I can make a difference in my life and the lives of others. |
| * I reflect on situations, learn from my mistakes, and implement solutions for improvement. |