

Create a Personal Leadership Growth Plan

There are many leadership skills and competencies that, when combined and applied, go toward making you an effective leader. You have the ability to develop each of these skills within yourself. From the following list of skills, select three (3) that you believe you need to improve. This is for your eyes only, unless you choose to share the information. Continue working your way through the chart identifying actions you can take, who can help, indicators of success and timeline.

PERSONAL CHARACTERISTICS

- _____ Self Confidence
- _____ Positive Attitude and Outlook
- _____ Expert Power –
_____ a thorough knowledge of the area
- _____ Integrity
- _____ Lead by Example

EMOTIONAL INTELLIGENCE

- _____ Trust Building
- _____ Communication Skills
- _____ Empathy/
_____ Empathic Listening
- _____ Creating Strong Relationships
- _____ Conflict Resolution
- _____ Managing Change
- _____ Fair and Consistent
- _____ Emotional Support
- _____ Praise and Encouragement

TRANSFORMATIONAL LEADERSHIP SKILLS

- _____ Brainstorming
- _____ Creating a Vision
- _____ Establishing Team Values and
_____ Setting Goals
- _____ Motivating People
- _____ Planning Effectively
- _____ Task Allocation and Delegation
- _____ Decision Making Techniques
- _____ Nurture Collaboration
- _____ Sharing Information
- _____ Powers of Persuasion
- _____ Coaching Others –
_____ Developing Team Members
- _____ Training Team Members
- _____ Assessing Performance
- _____ Giving Productive Feedback
- _____ Conducting Effective Meetings
- _____ Problem Solve Efficiently

Leadership Skills to Improve	Growth Objective(s) for each Skill	Activities	Resources	Indicators of Success	Timeline
Example: Conducting Effective Meetings	To conduct team meetings where more people participate	1. Ask selected team members for honest feedback. 2. Have the H.R. Director critique a meeting 3. Read literature on facilitating good meetings.	H.R. Director & peers	15% increase of team members speaking at meetings by the end of the quarter.	1. Obtain feedback after the first three meetings. 2. Have a critique by the fourth team meeting. 3. Try at least one new strategy every two meetings.
Example: Self Confidence	To gain the attention of my immediate supervisor to my leadership ability	1. Become a CCP graduate 2. Get involved in a leadership role	AFC	CCP Graduation Recognition by my immediate supervisor	Enroll immediately.

"Leadership means not only having a dream, but claiming that dream and the role you want to play in it". Bennis and Goldsmith, Learning to Lead