



## LEADERSHIP PROGRAM DEVELOPMENT PLAN

This is focused on the employee’s career goals and professional development, it is meant to assist the employee in outlining their training, certification, and/or education and development needs. The employee and supervisor should completely fill in their section and sign.

### EMPLOYEE GOAL – Improve my leadership knowledge, skills, & abilities

Employee Name: \_\_\_\_\_

List the knowledge, skills, and abilities (KSA), in order of priorities, you plan to focus on during the program year and at least one action step for each.

|     |   |
|-----|---|
|     | KSA Example: Improve my public speaking ability.<br>Action step: Join Toastmasters and speak at each meeting. |
| 1.  |   |
| 1a. |   |
| 2.  |   |
| 2a. |   |
| 3.  |   |
| 3a. |   |

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISOR GOAL – Employee growth and/or professional development

Supervisor Name: \_\_\_\_\_

Share the knowledge, skill, and/or abilities your employee should work on during the program year.

|    |  |
|----|--|
| 1. |  |
| 2. |  |

Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_