### **Leadership Action Plan**

#### **1. Title of the Leadership Action Plan**

**Example:** Leadership Development Action Plan

#### **2. Purpose of the Action Plan**

Explain the purpose.  
**Example:**To develop leadership skills among employees to increase team performance and foster a culture of continuous improvement.

#### **3. Goals and Objectives**

**Example:**

* Train 20 team members in leadership skills within 3 months.
* Increase team productivity by 10% in the next quarter.
* Reduce employee turnover by improving leadership.

#### **4. Action Steps**

| **Task/Activity** | **Responsibility** | **Timeline/Deadline** | **Resources Required** | **Status** |
| --- | --- | --- | --- | --- |
| Schedule leadership workshops | HR Team | November 15, 2024 | Guest speakers, training materials | In Progress |
| Conduct leadership training | HR Manager | December 1, 2024 | Online and in-person sessions | Not Started |
| Implement mentorship program | Team Leads | January 10, 2025 | Mentors, mentees, schedules | Not Started |

#### **5. Roles and Responsibilities**

* **HR Manager:** Oversees leadership development plan.
* **Team Leads:** Mentor team members.
* **Participants:** Attend leadership workshops and training.

#### **6. Timeline and Milestones**

* **Month 1:** Leadership training for employees.
* **Month 2:** Mentorship program begins.
* **Month 3:** Leadership review session.