

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 |

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|------------------------------|------------|------------------|-----------------------------|-------------|
| Implement mentorship program | Team Leads | January 10, 2025 | Mentors, mentees, schedules | Not Started |
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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.