

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
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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.