

My Planning Tool

Leadership Capability Assessment – Planning Activity

Instructions

After scoring and interpreting your Leadership Capability Assessment, you will want to plan for advancing capability on a continuous and ongoing basis.

- Review your assessment.
- Pinpoint high and low ratings.
- What are existing leadership capability needs and priorities, both individually or organizationally?
- What future needs and priorities may be urgent based on changing business conditions, industry trends, or the current economic climate?

Identify specific skill sets or areas that are most critical to your development for career progression now, and in the future. Identify skill sets that are most critical for your organization, both near-and long-term.

However, for the purposes of creating a perpetual development plan, **ONLY** select 1-3 developmental priorities to focus on in any given month. List those priorities on the planning sheets that follow. By limiting your monthly focus, you significantly increase the probability of advancing a capability within 30, 60, or 90 days. Start by completing your plan for the first 1-2 months.

In conjunction with identifying up to 3 priority focuses, you must also specify the action(s) or behaviors(s) you will implement to Grow (G), Maintain (M), or Transform (T) your ability to achieve greater success in any one area. Place a G, M, or T next to the corresponding priority items on your planning sheets as a reminder of your intention. *Fill in one planning sheet now.*







Once you have achieved the intended level of proficiency for a designated skill set, move onto another monthly priority item. Each month your list will ebb and flow based on your intended focus, your actual effort and your desired accomplishment within any of your 1-3 priority items. The planning sheet form provides a mechanism for tracking your growth and success.

It is suggested you do the following each month:

- Put checkpoint dates on your calendar as triggers for raising your attention and accountability to this developmental effort.
- Write a brief assessment that highlights what worked and what didn't work in your effort to grow and improve skill sets.
- Note your monthly accomplishments for positive reinforcement. Share these with others for external reinforcement.







My Perpetual 3/3 Development Plan

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MONTH/QUARTER	MONTH/QUARTER	MONTH/QUARTER
<p>Priority Skill Development Focus(es):</p> <ol style="list-style-type: none"> 1 2 3 	<p>Priority Skill Development Focus(es):</p> <ol style="list-style-type: none"> 1 2 3 	<p>Priority Skill Development Focus(es):</p> <ol style="list-style-type: none"> 1 2 3
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