**Leadership Development
Training Plan Template**

**Employee Information**

**Employee Name:** Name

**Start Date:** MM/DD/YY

**Position Title:** Role

**Department:** Name

**Manager / Supervisor:** Name

**Current Leadership Level:** Description

**Target Leadership Level:** Description

**Training Completion Goal:** MM/DD/YY

**Last Revised:** MM/DD/YY

**Leadership Training Phases**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Training Phase | Leadership Skills Focus | Training Method | Trainer / Mentor | Completion Date | Status |
|  |  |  |  | MM/DD/YY |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Leadership Training Activities & Sessions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training Title | Training Type  | Trainer / Speaker | Completion Date | Hours |
|  |  |  | MM/DD/YY | 0 |
|  |  |  |  |  |
|  |  |  |  |  |

**Practical Leadership Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leadership Project / Assignment | Leadership Skills Applied | Assessment Method | Completion Date | Evaluator |
|  |  |  | MM/DD/YY |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Leadership Proficiency Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leadership Competency | Evaluation Type | Score / Rating | Proficiency Achieved? | Next Steps |
|  |  |  | Yes / No |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Post-Training Growth Plan**

|  |  |  |
| --- | --- | --- |
| Future Development Areas | Recommended Training / Experience | Action Steps and Milestones |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
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