

# Lead Personal Development (Leaders are Learners) Template

## 1 Evaluate Personal Development Needs

Instructions: Complete one of the following. Attach results & reflect on insights gained.

Tool Used	Key Insights or Scores	Strengths Identified	Areas for Improvement	Evidence Attached
<input type="checkbox"/> Winslow Profile or Big 5 Assessment				
<input type="checkbox"/> 360-Degree / Manager Feedback				
<input type="checkbox"/> Leaders are Learners Quiz				

Reflection:

> In 100–150 words, summarise what you learned about yourself through these tools and how that might impact your leadership and communication style.

## 2 Implement Techniques to Develop Self

Instructions: Record your use of personal development tools, learning activities, or coaching over a 4-week period. Include reflections and planned actions.

Week	Technique/ Activity Used	What I Learned	What I Did Differently	Impact or Feedback
------	-----------------------------	-------------------	---------------------------	-----------------------

Attach Evidence:

- ☐ Journal entries / email exchange with your manager
- ☐ Quiz results
- ☐ Screenshots from participation in personal development sessions
- ☐ Notes from peer/mentor discussions

### **3 Review and Refine Personal Development**



Instructions: Evaluate your growth, identify what worked well, and outline next steps.

1. What improvements have I noticed in my leadership or communication skills?
2. What techniques were most useful and why?
3. What would I change or do more of?
4. How will I continue my development?

### **Personal Development SMART Goal:**

> Write a SMART goal (Specific, Measurable, Achievable, Relevant, Time-bound) for your continued leadership growth.

#### **✓ Declaration of Authenticity**

I declare that the evidence provided above is my own and that I have honestly recorded my development process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_