



Leadership Action Plan Template

Participant Name: [Insert Name]

Date: [Insert Date]

1. Goals:

- **Description:** Define specific leadership goals you want to achieve. These should align with your overall personal and organizational objectives.
- **Example Goal:** Increase team productivity by 20% within the next 12 months by improving team communication and conflict resolution skills.

2. Strategies:

- **Description:** Detail the strategies you will employ to reach these goals. Incorporate decision-making models, ethical considerations, and HR practices discussed during the workshop.
- **Example Strategy:**
 - **Decision-Making Model Utilization:** Implement the Rational Decision-Making Model to structure team meetings and decision-making processes.
 - **Ethical Leadership:** Regularly review team decisions for ethical implications to ensure alignment with company values.
 - **HR Best Practices:** Conduct bi-monthly training sessions on HR policies to increase team awareness and compliance.

3. Metrics:

- **Description:** Determine how you will measure success and track progress towards your goals.
- **Example Metrics:**
 - **Productivity Metrics:** Use project management tools to track changes in team output and deadline adherence.
 - **Employee Satisfaction Surveys:** Conduct quarterly surveys to measure team morale and identify areas for improvement.



- **Performance Reviews:** Utilize 360-degree feedback for a comprehensive assessment of team dynamics and leadership effectiveness.

4. Timeline:

- **Description:** Set realistic timelines for achieving your goals, with specific milestones and checkpoints.
- **Example Timeline:**
 - **Month 1-3:** Introduce and train team on the Rational Decision-Making Model.
 - **Month 4-6:** Begin implementing enhanced HR training sessions.
 - **Month 7-9:** Review initial progress in team productivity and adjust strategies as needed.
 - **Month 10-12:** Evaluate overall success and plan next steps based on feedback and metrics gathered.

5. Resources Needed:

- **Description:** List the resources you will need to achieve these goals, including training materials, external consultants, or additional staff support.
- **Example Resources:**
 - **Decision-Making Framework Materials:** Purchase or develop comprehensive guides or software for team implementation.
 - **HR Consultation:** Engage an HR consultant to update training modules.
 - **Technology Tools:** Implement new project management software to better track productivity metrics.

Signature: [Participant's Signature] (Optional for commitment)

Date: [Date of Completion]