Empowerment Plan Template for Leaders			
Leader's Name:			
Team Member's Name:			
Role/Position:			
Date:			
Step 1: Identify Strengths & Growth Areas			
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Key strengths of the team member:			
1			
2.			
3			
Areas for development:			
1			
2.			
3.			
Tasks currently assigned that could be delegated for growth: .			
1			
2			
New responsibilities that align with their development:			
1			
3			
Step 3: Set Goals & Milestones			
Short-term goal (1-3 months):			
Mid-term goal (3-6 months):			

tep 4: Support & Check-ins Resources and training needed for success: Frequency of progress check-ins (Weekly, Monthly): Key support actions from the leader: tep 5: Reflection & Commitment How will this plan empower the team member? What are the leader's next steps to support this plan?	•	Long-term goal (6+ months):
Frequency of progress check-ins (Weekly, Monthly): Key support actions from the leader: P5: Reflection & Commitment How will this plan empower the team member? What are the leader's next steps to support this plan? ader's Signature:	ep (4: Support & Check-ins
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	•	What are the leader's next steps to support this plan?
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