

Empowerment Plan Template for Leaders

Leader's Name: _____

Team Member's Name: _____

Role/Position: _____

Date: _____

Step 1: Identify Strengths & Growth Areas

- Key strengths of the team member:

1. _____
2. _____
3. _____

- Areas for development:

1. _____
2. _____
3. _____

Step 2: Define Responsibilities & Delegation Opportunities

- Tasks currently assigned that could be delegated for growth:

1. _____
2. _____
3. _____

- New responsibilities that align with their development:

1. _____
2. _____
3. _____

Step 3: Set Goals & Milestones

- Short-term goal (1-3 months):

- Mid-term goal (3-6 months):

- Long-term goal (6+ months):

Step 4: Support & Check-ins

- Resources and training needed for success:
- Frequency of progress check-ins (Weekly, Monthly):
- Key support actions from the leader:

Step 5: Reflection & Commitment

- How will this plan empower the team member?
- What are the leader's next steps to support this plan?

Leader's Signature: _____

Team Member's Signature: _____

Date: _____