

## My Leadership Growth Plan

**Name:**

**Date:**

**Objective:** To build a leadership skills development plan. This activity will be used to help bridge the gap between talking about leadership and actually doing something to improve leadership skills.

**Activity:** You will build a personal leadership development strategy.

1. Study the leadership skills list below. Are there any terms you do not understand? Are there additional skills that need to be added to the list? Please think
2. Choose 3 skills that you believe you need to improve. This is for your eyes only, unless you choose to share the information.
3. Write the Skill under the column-header, "Leadership Skills to Improve".
4. Continue working your way through the chart identifying actions you can take, who can help, indicators of success and timeline.

### Leadership Skills

Be authentic		Establish team values		Listen carefully	
Follow up and follow through		Be knowledgeable		Network...know the power of relationships	
Be a problem-solver, make meaningful decisions		Find a vision		Set specific goals, set norms	
Identify expectations		Be professional at all times		Nurture collaboration	
Conduct effective meetings		Manage conflict wisely		Plan effectively	
Share information		Communicate successfully		Coach others	
Train for competency		Give productive feedback		Manage change	

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Leadership Skills to Improve	Growth Objective for each Skill	Action Steps	Resources	Indicators of Success	Timeline
<p>Example: Conduct effective meetings</p>	<p>Create meeting team members want to attend and participate</p> <p>Increase participation</p>	<p>1. Create an agenda that includes subject, times and who is responsible</p> <p>2. Provide opportunities for team members to present information</p> <p>3. Ask team members for feedback: is this meeting effective, what suggestions for improvement do you have?</p>	<p>Google: <i>conducting effective meetings</i> for ideas</p> <p>Ask peers, other transit managers how they conduct their meetings</p> <p>Ask team members for feedback</p>	<p>1. Increase the number of people presenting from 1 to 3 per meeting</p> <p>2. Increase attendance by 5% each quarter</p>	<p>Begin with the next driver training meeting in August.</p> <p>Check progress quarterly.</p>