

LEADERSHIP DEVELOPMENT ACTION PLAN FOR JOAN WILLIAMS

FOCUS AREA #1: Communications

Goal: "Confidently communicate with senior leaders using appropriate content, method of delivery, and style such that the message is listened to, well received, and accepted 80-85% as evidenced by implementation of idea."

Strategies	Session Date	Actions to Take	Resources	Who's Involved	Timeframe	Empowering Beliefs	Done <input type="checkbox"/>	Insights/Learning
Get regular feedback from CEO	5/23	1. Schedule biweekly meetings	Coach is sending tool	CEO	Ask on Tuesday the 9th; ongoing meetings	From waste of time to "strategic scheduled"		
	5/23	2. Ask for feedback on style		CEO	Ongoing	I can develop a comm. style that will help me get what I want!		
Build relationship with CFO to get more \$ for projects	5/23	1. Have informal conversations a couple times a week	Coach is sending tool	CFO	Start by Friday the 12th; ongoing	From waste of time to "strategic scheduled"		
	5/23	2. Schedule formal meetings		CFO	To start within the next month			
Improve comm. style	5/23	1. Be a better listener; not go in with my personal agenda			Ongoing	I already know how to do this with my staff; just need to adapt for C-level contacts		
	5/23	2. Use more diplomatic language			Ongoing			
Maintain relationships with staff despite having less time with them	5/23	1. Meet and explain what's in it for them if I spend more time with C-level contacts and less face-to-face time with them		Direct reports	At Friday's staff meeting			

Leadership Development Action Plan Sample

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Reviewing **Leadership Development Action Plan Sample**: Unlocking the Spellbinding Force of Linguistics

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