



Sample Sub-Team Action Plan: Implementing a Leadership Development Program

Action Plan Goal Describe the workforce planning issues identified by the SWOT Analysis that are addressed by this Action Plan		Implement a Leadership Development Program	
Weakness or Threat Describe which weaknesses or threats identified in the SWOT Analysis are being addressed by this Action Plan		50% of managers and supervisors are eligible for retirement and there is no existing mentoring program	
Strength or Opportunity Describe which strengths or opportunities from the SWOT Analysis will be employed to complete this Action Plan		The organization has an experienced and dedicated workforce, and a good training department	
Executive Sponsor or Department Director	Department Director	Date	January 3, 2007

Tactics/Tasks Required Specifically, how will the strategy/objective be accomplished? List the individual steps needed to achieve the goal	Person Responsible Identify who is responsible to see that each task is completed	Additional Resources Identify any additional resources that are needed to complete the task	Timetable Specify when each task will be completed	Status Not Started Started Completed	Performance Measurement List measures to be used to evaluate the success of the completion of the task
1. Meet with Leadership Team to get their approval and support for plan	Director of Human Resource Services	Demographic data on age of workforce and retirement statistics	January 12, 2007		Leadership Team approves plan and timetable and allocates resources
2. Create team to develop timetable and potential curriculum	Training Director	Time commitment of team members	February 23, 2007		Training curriculum developed and approved by February 23
3. Meet with union representatives to discuss program and get support	Director of Human Resource Services	N/A	March 2, 2007		Formal agreement of union support for program
4. Announce program; open enrollment and begin program registration	Training Director	Need technology staff to develop on-line course registration system	April 2, 2007		50% of employees registering for program
5. Conduct pilot course	Training Director	Class room; managers to	April 30, 2007		90% of course evaluations recommend

Personal Leadership Action Plan Paper

Jianjun Gao



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