

Leadership Development Plan

The Lifesaving Society's Leadership Development Plan is a tool which is used to create a goal-focused action plan that results in improving leadership competency. It may be completed in conjunction with a mentor.

The first step in the development plan is to indicate if the individual is meeting the performance criteria at the appropriate level for each of the core competencies, and to identify development goals for each competency as required. Individuals are to indicate what activities will help meet development goals, and identify specific actions to complete to reach the goal. Development goals should be as specific as possible; measurable; achievable; realistic; and will have a targeted completion date.

The completed Leadership Development Plan is to be retained and referenced by the individual. Supports may be put in place to help the individual achieve goals, but ultimately it is the responsibility of the individual to follow through with carrying out the specific actions of the development plan.

Development Plan For		Date	
Competency Level			
☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5			
Core Competency	Performance Criteria Achieved		
	YES	NO	Development Goal
Planning	☐	☐	
Evaluation	☐	☐	
Presentation Skills	☐	☐	
Lifesaving Society Knowledge	☐	☐	
Curriculum Knowledge	☐	☐	
Learner Characteristics	☐	☐	
Health and Safety	☐	☐	
Facilitating and Mentoring	☐	☐	
Ethics and Valuing Diversity	☐	☐	
Communicating	☐	☐	
Teamwork and Collaboration	☐	☐	
Problem Solving and Decision Making	☐	☐	
Skill Demonstration	☐	☐	
What will help you meet / improve development goals?			
☐ Have Mentor ☐ Apprenticeship ☐ Additional Training ☐ Other: _____			

Specific Actions	Measurable	Achievable	Realistic	Timely
What is your desired result (who, what, where when and how)?	How will you know you completed the goal? How can you measure progress?	How are you setting yourself up for success? E.g. using small steps	This goal is realistic (can be achieved).	What is my time line for completing the actions?
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____
_____	_____	_____	☐	_____

This Leadership Development Plan was developed and reviewed on	
(DD/MM/YY)	
Trainer / National Trainer	Receiving Individual
_____	_____