



LEADERSHIP IMPLEMENTATION PLAN

Your Leadership Journey

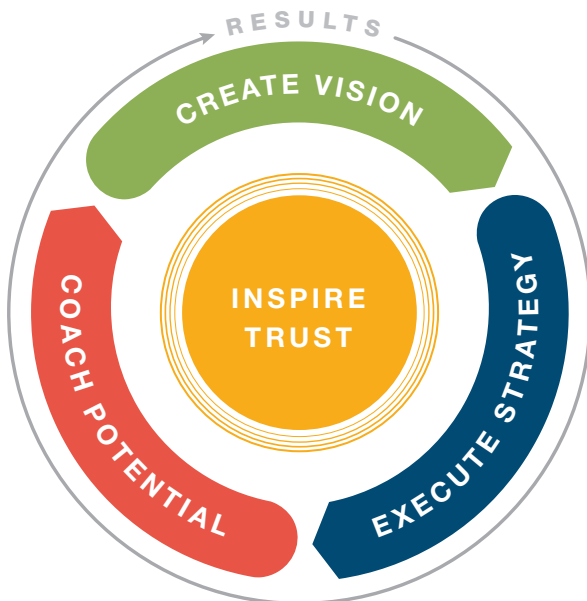
Leadership can be learned—and sustained—with the right approach.

LEADERSHIP JOURNEY



LEADERSHIP IMPLEMENTATION PLAN

The Leadership Implementation Plan will help you continue the work you started today and choose where you want to improve.



Follow-Up Email



Leadership Contribution Statement



My 4 Essential Roles of Leadership Blueprint

Action Items

Improve your leadership effectiveness by implementing these three action items.



1. Follow-Up Email

- Send a follow-up email to my 4 Essential Roles of Leadership Assessment respondents.



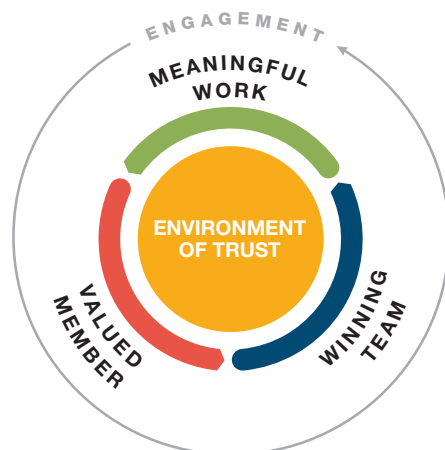
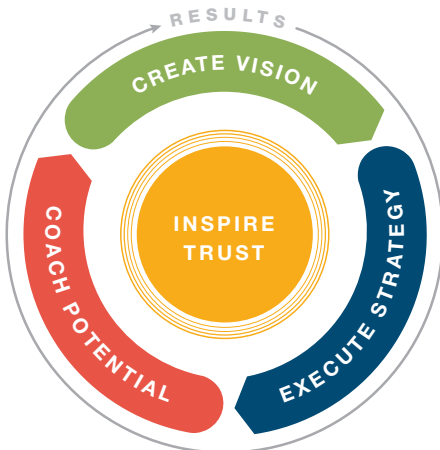
2. My Leadership Contribution

- Write a leadership contribution statement.










3. My 4 Essential Roles of Leadership Blueprint

- Create a plan to reach my leadership potential.



Implementation Timeline

	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
 Follow-Up Email	●					
 My Leadership Contribution	●					
 My 4 Essential Roles of Leadership Blueprint						
 Inspire Trust						
 Create Vision						
 Execute Strategy						
 Coach Potential						

ACCOUNTABILITY PARTNER

Name:

Contact Information:

Meeting Day, Time, and Location:

ACTION ITEM

1. FOLLOW-UP EMAIL

**PURPOSE**

Thank your 4 Essential Roles of Leadership Assessment respondents—let them know what you learned from the work session and what you intend to do as a result.

TIME

10–30 minutes

INSTRUCTIONS

Send a follow-up email to your 4 Essential Roles of Leadership Assessment respondents. Be sure to:

- Thank them for responding to your assessment.
- Inform them of your key takeaways and what you intend to do as a result of what you learned.
- Not try to justify your scores, attempt to correct or change respondents' perceptions, or in any other way try to explain scores you don't agree with.

Whom do I need to send my follow-up email to?



Rewatch the video *The 4 Essential Roles of Leadership*.

- Which of the 4 Essential Roles am I best at?
- Where do I need to improve?

Follow-Up Email EXAMPLE

Hi everyone!

Thank you so much for taking the time to respond to the 4 Essential Roles of Leadership Assessment. I know everyone is very busy and I appreciate your thoughtful and candid feedback.

This is what I learned from you:

The good news:

- You believe I'm highly competent in my role and I have a great deal of expertise in our business.
- Many of you said I have a great vision of where our team should be going and how to get there.
- You say I'm really good at clarifying our goals and including everyone in the process of getting the most important work accomplished.

The not-so-good news:

- It seems I don't always take time to explain the "why" behind the "what."
- It appears I jump to solutions too fast and could listen more and explore all the available options.
- Some of you mentioned that when I get frustrated, I often do things myself instead of helping others learn how.

Here's what I intend to do:

- I will work to do a better job explaining the "why" behind the "what."
- I will stop and listen more, and ask better questions.
- I will work to be more patient and focus on building capability in others.

I want to improve and be the kind of leader each one of you deserves. If there's anything else you'd like to share, my door is always open and I welcome this kind of learning and feedback.

Thank you again for helping me be a better person and a better leader.

ACTION ITEM

2. MY LEADERSHIP CONTRIBUTION

**PURPOSE**

Clearly define your leadership contribution—the measure of your long-term leadership success.

TIME

30–45 minutes

INSTRUCTIONS

Now that you have finished *The Introduction to the 4 Essential Roles of Leadership* module, you may have a better idea of where and how you want to focus your time and energy. Think about what you want to achieve as a leader. A contribution statement describes the significant contribution you want to make in your current leadership role.

Imagine your career five years from now.

- What unique contribution do you want to make as a leader?
- What kind of impact will you have made?
- What does leadership success mean for the business, your team, and you?
- Is there a legacy you want to leave?

On the next page, write a short statement that summarizes your answers to these questions.

Take time to refine your ideas, then reflect on this statement frequently. Ask yourself: Are my actions today leading me to the contribution I want to make over time?



Rewatch the video *Everest*.

- How will I inspire my team to greater heights?

My Leadership Contribution

Leadership Contribution Statement **EXAMPLES**

DIVISION MANAGER, RETAIL CHAIN

I will lead our division, by example, to be the leader in customer experience and profitable growth. I will do this by empowering every team member to make the best decisions for our customers, by ensuring every manager has access to the critical resources he or she needs, and by championing the use of technology to provide useful information.

As our company focuses on returning customer service to its former levels of excellence, I will guide our team to be the standard for others to emulate and make this division a truly great place to work and shop.

TEAM LEADER, PARTS MANUFACTURING

I will be the kind of leader who:

- Creates clarity, so people understand why.
 - Listens, so others feel heard.
 - Acts, so people feel confident.
 - Accepts responsibility, so others can trust.
 - Promotes safety, so everyone returns safely home.
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DIRECTOR, OFFICE OF WATERSHED MANAGEMENT

As a leader, I will engage all stakeholders to enthusiastically provide the best possible land cover for protecting reservoir water quality and minimize or mitigate both point and nonpoint sources of water pollution.

CFO OF A STARTUP COMPANY

I will be the CEO's most trusted advisor by establishing management processes that will help our company control cash and provide the funds necessary to grow into a successful business.

ACTION ITEM



3. MY 4 ESSENTIAL ROLES OF LEADERSHIP BLUEPRINT

PURPOSE

Continue the work you began during the module by creating and implementing a blueprint for your leadership development that will enable you to realize your leadership potential.

TIME

Varies

INSTRUCTIONS

1. Review your strengths, opportunities for improvement, and gaps from your 360 assessment.
2. Choose the gaps you want most—or need most—to close in any or all of the 4 Essential Roles of Leadership.
3. Create your blueprint on pages 12–19.
4. Map out your implementation timeline on page 5.
5. Schedule a recurring meeting with your Accountability Partner (weekly, biweekly, or monthly; see page 5).

INSPIRE TRUST

MY GAP

MY PLAN

What would it look like if I were truly effective in this role?

What stands in my way?

What do I need to do to get there?

What assignment could I take on?

What books could I read? What resources could I use?

Who could be my coach?

What experiences could I ask for?

CREATE VISION

MY GAP

MY PLAN

What would it look like if I were truly effective in this role?

What stands in my way?

What do I need to do to get there?

What assignment could I take on?

What books could I read? What resources could I use?

Who could be my coach?

What experiences could I ask for?

EXECUTE STRATEGY

MY GAP

MY PLAN

What would it look like if I were truly effective in this role?

What stands in my way?

What do I need to do to get there?

What assignment could I take on?

What books could I read? What resources could I use?

Who could be my coach?

What experiences could I ask for?

COACH POTENTIAL

MY GAP

MY PLAN

What would it look like if I were truly effective in this role?

What stands in my way?

What do I need to do to get there?

What assignment could I take on?

What books could I read? What resources could I use?

Who could be my coach?

What experiences could I ask for?