

Assignment 4: LDP Update  
IBH 3LDO  
Fall 2024

Fill out the charts below to set three (3) new goals for yourself. *If you answered yes to questions 2.1.5, 2.2.5, or 2.3.5 on the previous worksheet, consider whether to i) keep and update the goal, or ii) set a new goal that is more relevant for your current leadership development.*

## Leadership Issue 1

1. Use the following sections to outline your first Leadership Issue.



Identify your **first** Leadership Issue.

Inability to work with or lead people who I believe don't have the same work ethic or ambition as me.

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<b>1.1.2 Leadership Issue Checklist</b>
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Complete the Leadership Issue Checklist for your **first** Leadership Issue.

<input type="checkbox"/>	Checked assumptions/biases
<input type="checkbox"/>	Manageable scope

<b>1.2.1 Action(s)</b>
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**Leadership Development Plan (LDP)**

Actions Checklist  
☐ Concrete  
☐ Considered Impact on Others

 Actions to Take

- What needs to be done to address the leadership issue?
  - Keep actions and decisions in line with your desired goal/end state

Identify the **Action(s)** you will take to address your **first** Leadership Issue.

- Spend time understanding their perspective and what motivates them, rather than judging based on my own standards
- Focus on clear communication and setting shared goals to align the team, even if ambition levels differ
- Practice patience and empathy when managing expectations and workloads

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1.2.2 Action(s) Checklist	
Complete the <b>Action(s) Checklist</b> for your <b>first</b> Leadership Issue.	
<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Considered Impact on Others

1.3.1 Timeline	
<div> <div> <div>Leadership Development Plan (LDP)</div> <div> <div>Timeline Checklist</div> <div> <input type="checkbox"/> Realistic (given scope of issue)           <input type="checkbox"/> Concrete           <input type="checkbox"/> Clearly linked with actions         </div> </div> </div> <div> <div>Timeline for Implementation</div> <div> <ul style="list-style-type: none"> <li>When will actions be taken?</li> </ul> </div> </div> </div>	
<p>Identify the <b>Timeline</b> to implement your Action(s) for your <b>first</b> Leadership Issue.</p> <ul style="list-style-type: none"> <li>Begin immediately with small changes like better communication and asking questions in meetings</li> <li>Commit to practicing these actions over the next 3-6 months with regular self-reflection</li> <li>Reassess progress every quarter to adjust strategies if needed</li> </ul>	

1.3.2 Timeline Checklist	
Complete the <b>Timeline Checklist</b> for your <b>first</b> Leadership Issue.	
<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Clearly Linked to Action(s)
<input type="checkbox"/>	Realistic (Given Scope of Leadership Issue)

### 1.4.1 Monitor Progress

## Leadership Development Plan (LDP)



How to Monitor Progress

#### Monitor Progress Checklist

- ☐ Concrete
- ☐ Clearly linked with actions
- ☐ Clearly linked with timeline

- How will you identify:
  - if you are sticking with your plan
  - if your plan is working

Identify how you will **Monitor Progress** toward resolving your **first** Leadership Issue.

- Track whether team dynamics improve, including increased collaboration or fewer misunderstandings
- Ask for direct feedback from team members about my leadership style and how supported they feel
- Notice any changes in team outcomes or morale after implementing adjustments

### 1.4.2 Monitor Progress Checklist

Identify how you will **Monitor Progress** toward resolving your **first** Leadership Issue.

- |                          |                              |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Concrete                     |
| <input type="checkbox"/> | Clearly Linked to Action(s)  |
| <input type="checkbox"/> | Clearly Linked with Timeline |

### 1.5.1 Resource(s)

## Leadership Development Plan (LDP)



### Resources Needed to Succeed

#### Monitor Progress Checklist

- ☐ Concrete
- ☐ Considered Impact on Others

- What resources will you need to succeed?
  - do you need buy-in or support from a stakeholder?
  - do you need to implement a process?

Identify the **Resource(s)** you will need to successfully address your **first** Leadership Issue.

- Time to focus on building relationships and understanding different work styles
- Access to learning materials like books, articles, or courses on leadership
- Guidance from mentors or supervisors to evaluate and refine my strategies

### 1.5.2 Resource(s) Checklist

Complete the **Resource(s) Checklist** for your **first** Leadership Issue.

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Concrete                    |
| <input type="checkbox"/> | Considered Impact on Others |

### 1.6.1 Relation to Leadership Vision

Describe how your **first** Leadership Issue is related to your Leadership Vision.

- My vision involves being a leader who inspires and supports others to achieve their best, which requires working with people of all ambition levels
- Addressing this issue will help me become more inclusive and adaptable, key qualities in achieving my leadership goals

## Leadership Issue 2

2. Use the following sections to outline your second Leadership Issue.

### 2.1.1 Leadership Issue

Identify your **second** Leadership Issue.

When I'm not the most skilled or experienced person in a task, I feel like I'm not qualified to be the leader

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### 2.1.2 Leadership Issue Checklist

Complete the Leadership Issue Checklist for your **second** Leadership Issue.

- |                          |                            |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Checked assumptions/biases |
| <input type="checkbox"/> | Manageable scope           |

### 2.2.1 Action(s)

Identify the **Action(s)** you will take to address your **second** Leadership Issue.

- Focus on building confidence in my ability to guide and support others, even if I'm not the most skilled
- Acknowledge and leverage the expertise of team members by delegating tasks to those with specialized knowledge
- Remind myself that leadership is about coordination, vision, and problem-solving, not being the best at everything

### 2.2.2 Action(s) Checklist

Complete the **Action(s) Checklist** for your **second** Leadership Issue.

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Concrete                    |
| <input type="checkbox"/> | Considered Impact on Others |

### 2.3.1 Timeline

Identify the **Timeline** to implement your Action(s) for your **second** Leadership Issue.

- Start practicing self-affirmation techniques and reframing my thoughts immediately
- Commit to delegating effectively in upcoming projects over the next 3 months
- Regularly reflect on leadership experiences and adjust my mindset over the next 6 months

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### 2.3.2 Timeline Checklist

Complete the **Timeline Checklist** for your **second** Leadership Issue.

<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Clearly Linked to Action(s)
<input type="checkbox"/>	Realistic (Given Scope of Leadership Issue)

### 2.4.1 Monitor Progress

Identify how you will **Monitor Progress** toward resolving your **second** Leadership Issue.

- Evaluate how well I delegate tasks and involve team members with specialized skills
- Gather feedback from peers and team members on my leadership effectiveness
- Track changes in my confidence level when leading tasks outside my comfort zone

### 2.4.2 Monitor Progress Checklist

Identify how you will **Monitor Progress** toward resolving your **second** Leadership Issue.

<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Clearly Linked to Action(s)
<input type="checkbox"/>	Clearly Linked with Timeline

### 2.5.1 Resource(s)

Identify the **Resource(s)** you will need to successfully address your **second** Leadership Issue.

- Access to leadership coaching or resources to build confidence in non-expert leadership
- Feedback from peers, mentors, and team members to gauge my growth
- Opportunities to lead projects in areas where I'm not the most skilled, to gain experience



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### 2.5.2 Resource(s) Checklist

Complete the **Resource(s) Checklist** for your **second** Leadership Issue.

☐

Concrete

☐

Considered Impact on Others

### 2.6.1 Relation to Leadership Vision

Describe how your **second** Leadership Issue is related to your Leadership Vision.

- My vision involves being a leader who inspires and supports others to achieve their best, which means embracing the strengths of the team rather than focusing on my own skills
- Addressing this issue will help me focus on collaboration, trust, and adaptability, which are essential for effective leadership

## Leadership Issue 3

3. Use the following sections to outline your third Leadership Issue.

### 3.1.1 Leadership Issue

Identify your **third** Leadership Issue.

I have trouble being compassionate and lenient to people I'm leading if I believe that the problems they face are things that I would handle better or with more stoicism

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### 3.1.2 Leadership Issue Checklist

Complete the Leadership Issue Checklist for your **third** Leadership Issue.

- |                          |                            |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Checked assumptions/biases |
| <input type="checkbox"/> | Manageable scope           |

### 3.2.1 Action(s)

Identify the **Action(s)** you will take to address your **third** Leadership Issue.

- Take time to understand the unique challenges and perspectives of those I'm leading, even if I can't personally relate to them
- Remind myself that everyone has different strengths, weaknesses, and coping mechanisms
- Focus on supporting team members to find solutions rather than comparing how I would handle the situation

### 3.2.2 Action(s) Checklist

Complete the **Action(s) Checklist** for your **third** Leadership Issue.

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Concrete                    |
| <input type="checkbox"/> | Considered Impact on Others |

### 3.3.1 Timeline

Identify the **Timeline** to implement your Action(s) for your **third** Leadership Issue.

- Start actively listening and reframing my mindset immediately in daily interactions
- Commit to showing empathy and withholding judgment over the next 3-6 months, with self-reflection after each significant situation
- Set reminders to check my reactions in real time when team members share their challenges

### 3.3.2 Timeline Checklist

Complete the **Timeline Checklist** for your **third** Leadership Issue.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Concrete                                    |
| <input type="checkbox"/> | Clearly Linked to Action(s)                 |
| <input type="checkbox"/> | Realistic (Given Scope of Leadership Issue) |

### 3.4.1 Monitor Progress

Identify how you will **Monitor Progress** toward resolving your **third** Leadership Issue.

- Track whether team members feel comfortable approaching me with challenges or asking for help
- Gather feedback from the team about whether they feel supported and understood

### 3.4.2 Monitor Progress Checklist

Identify how you will **Monitor Progress** toward resolving your **third** Leadership Issue.

- |                          |          |
|--------------------------|----------|
| <input type="checkbox"/> | Concrete |
|--------------------------|----------|

<input type="checkbox"/>	Clearly Linked to Action(s)
<input type="checkbox"/>	Clearly Linked with Timeline

### 3.5.1 Resource(s)

Identify the **Resource(s)** you will need to successfully address your **third** Leadership Issue.

- Access to coaching or mentoring to learn strategies for building empathy and compassion
- Books or articles on emotional intelligence and understanding diverse perspectives

### 3.5.2 Resource(s) Checklist

Complete the **Resource(s) Checklist** for your **third** Leadership Issue.

<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Considered Impact on Others

### 3.6.1 Relation to Leadership Vision

Describe how your **third** Leadership Issue is related to your Leadership Vision.

- My vision involves being a leader who fosters growth and collaboration, which requires understanding and supporting my team through their challenges

