

LAMP Personal Leadership Development Plan

What is a Personal Leadership Development Plan?

The **Personal Leadership Development Plan**, or **PLDP**, is a roadmap that will guide you through continuous growth in four or more leadership skills and attributes. The PLDP is the foundation to a productive start or continuation in developing your leadership skills and abilities. We suggest that the following seven steps be followed. Similar to a road map, the PLDP serves as the participant guide throughout the entire LAMP Leadership Development Certificate Program journey.

How Do I Complete My Personal Leadership Development Plan?

You will develop your personal development plan using the results of the **Leadership Development Self Assessment**. Feel free to be creative in how you develop your PLDP but make sure it contains the three main foci:

1. Leadership Skill/Goal
2. Specific Mechanism
3. Anticipated Outcome

It is recommended that a table format be used to develop your PLDP. The table should include three columns: Leadership Skills and Attributes (identified through the Leadership Development Self Assessment) and Goal column, a Specific Mechanism column to describe how you plan to obtain each skill and goal, and an Anticipated Outcome column to document how you will benefit from the experience. A template for the table is provided at the end of this document.

Here are the steps you need to take to complete your PLDP and the program.

Step 1: Analyze Your Skills and Attributes

You have been provided a Leadership Development Self Assessment in a separate document. Completing the self-assessment will assist you in thinking about the various aspects of leadership, your strengths and areas for growth. From this assessment, you can identify the skills or attributes you wish to grow, develop your goals, and ways to accomplish them.

Step 2: Develop Your Personal Intent Statement

Develop a statement that summarizes your goals for participating in a leadership development program. This **Personal Intent Statement** explains *why* you want to be in the program and what you hope to gain from it. For example, a statement might be:

I want to be in the LAMP Leadership Program to gain more confidence in myself, to be a better team leader, to be a better communicator and to make a difference in the organizations to which I belong.

Step 3: Development of Goals

Refer back to the summary of your **Leadership Development Self Assessment** on page 9. Develop a goal for each of the four leadership skills/attributes you would like to develop. Goals should be specific, measurable, acceptable by you, realistic, and accomplishable by a specific time. The goals go in the first column of your PLDP.

Step 4: Specific Ways to Reach Goals

Now that you have your goals, what activities will you do to achieve them? Examples of leadership opportunities include: Team Experiences in your organization or community, Mentoring Programs, Community Activities, Leadership Programs and Workshops, and Academic Courses. The activities you choose should link directly with your goals. These activities should be placed in the second column, aligned with each goal.

Step 5: Anticipated Outcomes

What do you think will be the outcome from your participation in the proposed activity that will help you improve the leadership skill and attribute? Again, the activities you choose to do should provide the mechanism to achieve your goals.

Step 6: Share your PLDP with a LAMP Leadership Mentor

After you have drafted your PLDP, review it with your LAMP Leadership Advisor ('coach'). It is also important that you review your plan with other people in your life.

When you are ready, set up a brief discussion with your LAMP Mentor (see www.aptahpa.org for more details) and come to the program prepared to discuss the following:

- Your personal assessment results
- Your latest draft of your Personal Leadership Development Plan and reasons for choosing each development objective
- How your Personal Leadership Development Plan ties into your LAMP-Leadership Development Certificate Program effort and which skills you are focusing on through your plan

Over time, you may have a couple of conversations with your 'coach' and/or 'mentor' to discuss your PDP. The first one might be to discuss the results of your assessment, your goals, and possible activities to meet your goals. The second meeting might be to review the draft of your PDP.

Please note: We will review these steps during the LAMP Leadership 101 Program.

After you have refined your PLDP, complete the Personal Leadership Development Plan Submission Form on the next page and be prepared to go over it with your LAMP Mentor ('coach' and/or 'LAMP Leadership Mentor'). Your mentor will need to sign the form. Submit your PLDP and completed PLDP Submission Form to the LAMP Institute (see www.aptahpa.org for more details). Please note: all information will be kept confidential.

Step 7: Review and Update the PLDP

Ongoing review of your Personal Leadership Development Plan is key to successful development. It is important to document this review and update your Portfolio.

It is important to monitor your progress and development through your Portfolio. This is for two reasons:

- To demonstrate to your LAMP Faculty Advisor and LAMP Leadership Mentor that you have successfully completed the Personal Leadership Development Plan portion as well as the Leadership Portfolio portion of the requirement; and
- To reflect on your progress and success in realizing the full potential of your Personal Leadership Development Plan.



Personal Leadership Development Plan

Participant's Name: _____

LAMP Leadership Mentor's Name: _____

A. Personal Leadership Development Intent Statement: _____

B. My goals, based upon the **Skills and Attributes** from the four **Leadership Developmental Areas**, are:

Personal: _____

Interpersonal: _____

Group: _____

Community: _____

C. The activities proposed to meet the **Certificate of Completion Requirements** are:

○ *Participate in Worksite Experience(s):*

✓ _____ for goal _____

✓ _____ for goal _____

○ *Participate in Community Group Experience(s):*

✓ _____ for goal _____

✓ _____ for goal _____

○ *Participate in Leadership Programs and Workshops:*

✓ _____ for goal _____

✓ _____ for goal _____

○ *Complete Academic Course Offerings:*

✓ _____ for goal _____

✓ _____ for goal _____

D. Additional thoughts, suggestions, challenges, or concerns:

This Personal Leadership Development Plan meets the requirements of the LAMP Institute for the Personal Leadership Development Certificate:

LAMP Leadership Mentor's Signature: _____

Date of Review: _____

PERSONAL LEADERSHIP DEVELOPMENT PLAN – WORKSHEET

Leadership Skill/Attribute Goals	Specific Mechanism (How you will achieve the goal)	Anticipated Outcome (What do you want to achieve?)
1. Personal Leadership		
2. Interpersonal Leadership		
3. Group/Organization Leadership		
4. Community Leadership		