

# SAMPLE

## Executive Development Plan Template

<p>The Executive Development Plan is meant to serve as the "blueprint" for all short-term and long-term developmental activities which will enhance an executive's performance. Developmental activities, whether participating in a detail assignment, taking a course, or reading a book, should develop a broader perspective and deeper knowledge of the agency and Federal government. Plans should be updated periodically (e.g., at least once every three years).</p>	
<b>Name/telephone number</b> John Smith, 202-555-1111	<b>Series/grade</b> ES-0340
<b>Position title</b> Associate Director of Public Affairs	<b>Occupational field</b> Public Affairs
<b>Developmental Goals</b> <ul style="list-style-type: none"> <li>I am new to the SES and would like to improve my leadership skills to effectively and efficiently manage the directorate</li> <li>Keep up-to-date in the Public Affairs field</li> </ul>	
<b>Employee signature</b>	<b>Date</b>
<b>Supervisor signature</b>	<b>Date</b>
<b>ERB signature (optional)</b>	<b>Date</b>

**I plan to develop the following Executive Core Qualifications (ECQs) and associated Competencies: Leading People (Conflict Management), Results Driven (Accountability), and Building Coalitions (Political Savvy)**

<b><u>DEVELOPMENTAL ACTIVITIES</u></b>	<b><u>DATE STARTED</u></b>	<b><u>DATE COMPLETED</u></b>	<b><u>EXPECTED OUTCOMES</u></b>
<b>1. Training Course:</b> OPM Federal Executive Institute Course: <i>Leadership for a Democratic Society: Historical Foundations for Leading Contemporary Transformations</i>	11/9/08	12/5/08	Gain broader understanding of the Constitution and how it fits into our modern-day government; develop insights into my leadership strengths and areas for development; devise a plan to improve the organization's performance; and increase my networks for problem-solving support
<b>2. Books:</b> 1) <i>It's Your Ship</i> , by Captain Michael Abrashoff 2) <i>Generations at Work</i> , by Ron Zemke, Claire Raines, and Bob Filipczak 3) Find other books on similar topics (will add over time)	5/1/08	1/1/10	Incorporate suggestions, recommendations and solutions from these books into my leadership and management practices
<b>3. Rotational Assignment:</b> 60-day detail assignment with Department of Treasury. My detail assignment will be to manage the Acquisition Division	2/1/09	4/15/09	To gain a broader understanding of the Acquisition field and to learn to manage people who are in a different career field
<b>4. Webinars/Pod casts:</b> 1) American Management Association Web cast: <i>How Ordinary People Become Extraordinary Leaders</i> 2) Find other webinars on similar topics (will add over time)	4/1/08	4/1/10	Incorporate suggestions, recommendations and solutions from these webinars and pod casts into my leadership and management practices
<b>5. Other:</b> Work with executive coach over several sessions	8/1/08	1/1/10	Discuss strategies for overcoming barriers in my agency; Learn new techniques and improve old ones in conflict management and problem solving; Learn how to balance work, family needs, friends, and hobbies so I do not face burnout