

Emerging Leaders Programme 2011

Personal Leadership Development Plan and Portfolio

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Name

Personal Leadership Development Plan and Portfolio

Your Personal Leadership Development Plan (PLDP) will form the foundation for your individual learning as an emerging leader whilst you are on the programme and beyond. In creating your plan you will be able to explore your:

- ✓ **current skills and practice as a leader** - drawing on the LF360, your knowledge of yourself, feedback you have had from others, what you learn during the programme
- ✓ **personal development goals to enhance your leadership skills and practice.** - In the foundation module in January we will be asking you to identify your own leadership development objectives. We will be asking you to identify **WHAT** you want to develop, **WHY** this is important, **HOW** you will demonstrate that you have achieved your objective.

You will use your PLDP as a reference point or compass for your personal growth and leadership learning through the programme. We suggest that you keep adding to it as you move through the programme so that by the end you will have a portfolio of your developing leadership skills and capabilities together with evidence to demonstrate your development.

We will give you a paper copy of the PLDP at the Launch Event. However it will also be available to you electronically so that you can constantly update and shape your development portfolio.

The plan and portfolio are for your own personal benefit and development. It is up to you who you share your plan with. We suggest that it will be useful to share it with your sponsor, line manager, learning partner and project learning set. During the course of the Emerging Leaders programme we might ask you to submit forms outlining your development objectives or progress updates; however we will not ask you to submit your portfolio.

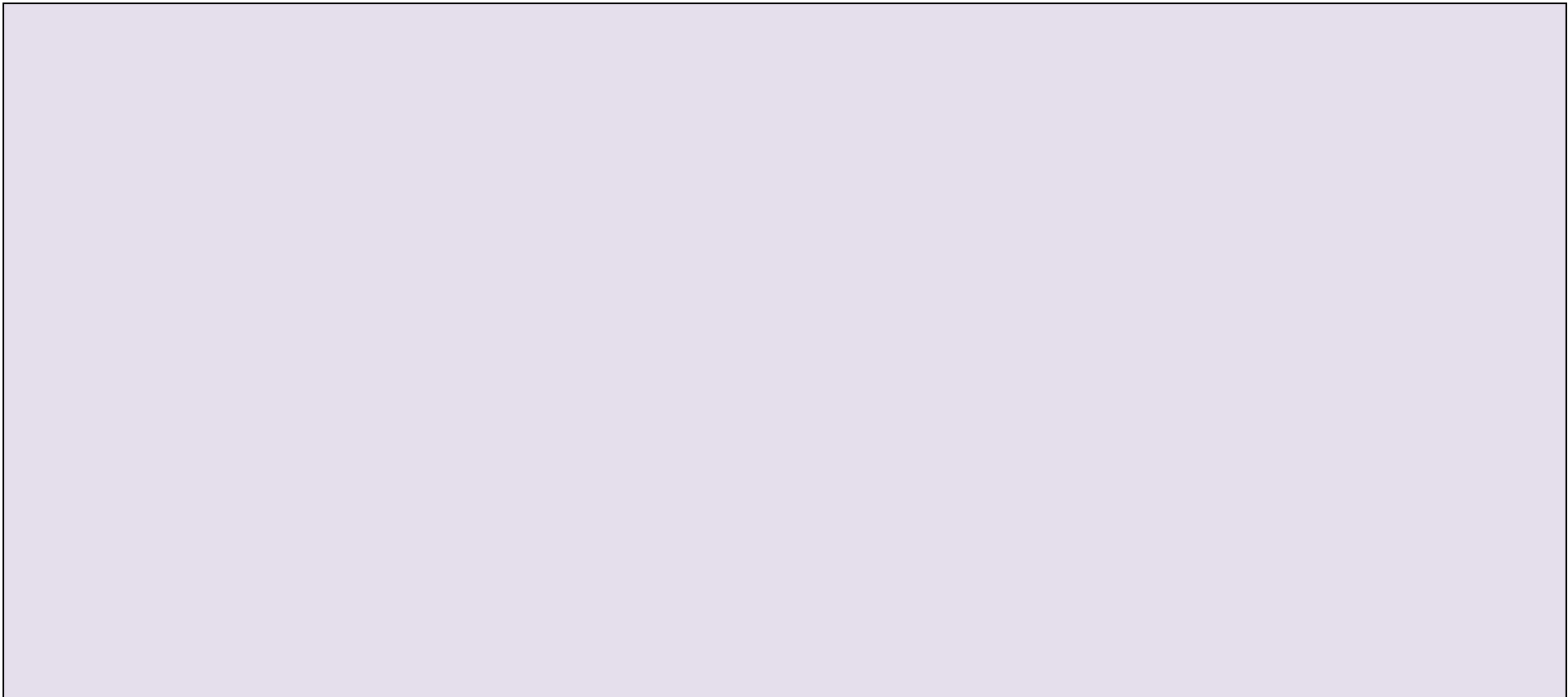
There are a number of different sections with suggested activities and templates that you might find useful. These are not intended to be prescriptive or exhaustive. They are intended to give you an idea of how you might begin to develop your portfolio.

We encourage you to add your own sections, ideas, reflections.

1. Current skills and practice

Drawing on your LF 360 feedback, what you know of yourself, your current role and past experiences, feedback from others, learning from the programme so far;

What do you see as your existing leadership strengths and skills?



2. Leadership development goals

Your PLDP is unique to you however there are overarching learning outcomes that are generic for all participants. These are given below:

- Increased confidence in your abilities as a leader
- Ownership of your own power and authority and knowledge of how to use them in the service of quality patient care and service provision
- The confidence and commitment to lead by example, to recognise and celebrate good practice and challenge poor performance
- The ability to form relationships with people from different organisations, disciplines and backgrounds.
- Recognition of the resource and creativity that is released when one truly embraces working with and valuing difference.
- A wide network of colleagues across the health economy
- Knowledge of the wider political context
- Understanding of the local health economy
- A project which leads to a positive impact on service user experience and contributes to your organisation's QIPP challenge

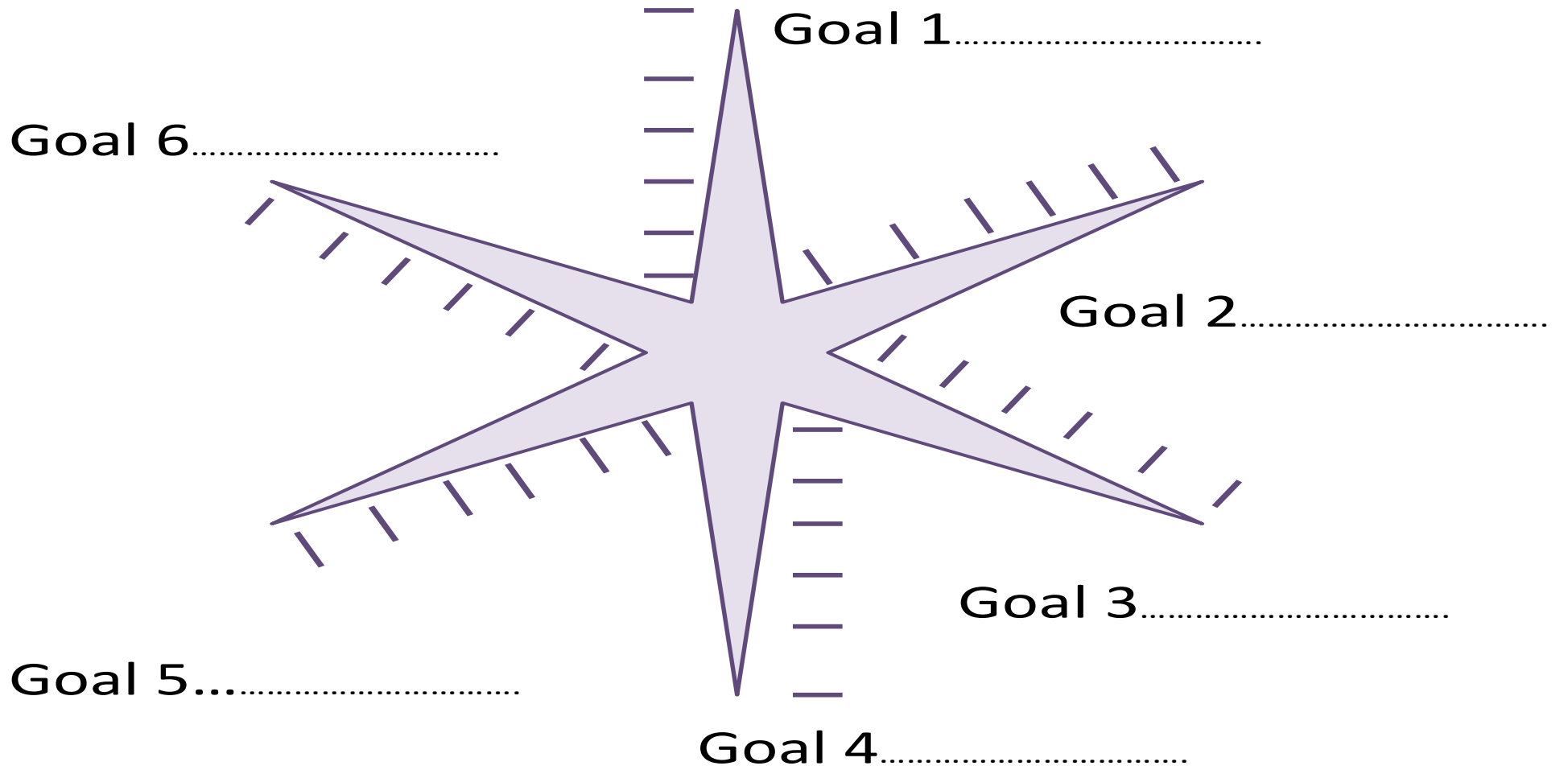
With these learning outcomes in mind, use the templates on pages 6 – 12 to create your personal leadership development goals.

To give yourself a benchmark at the beginning of the programme please rate yourself in the table on page 5 in relation to your ability in each of these areas.

1 means you have very little or no confidence or knowledge of this area and 10 means you have great confidence or knowledge in this area.

Learning Outcome	1	2	3	4	5	6	7	8	9	10
Confidence in your abilities as a leader										
Ownership of your own power and authority and knowledge of how to use them in the service of quality patient care and service provision										
Confidence and commitment to lead by example, to recognise and celebrate good practice and challenge poor performance										
The ability to form relationships with people from different organisations, disciplines and backgrounds.										
Recognition of the resource and creativity that is released when one truly embraces working with and valuing difference.										
A wide network of colleagues across the health economy										
Knowledge of the wider political context										
Understanding of the local health economy										
The ability to scope, plan, implement and evaluate an improvement project										

Leadership Development Goals



Leadership development goals

Remember **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely

Goal 1:	Review Date
How will you measure progress towards achieving your goal?	
✓	
✓	
✓	
✓	
✓	
✓	

Leadership development goals

Remember **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely

Goal 2:	Review Date
How will you measure progress towards achieving your goal	
✓	
✓	
✓	
✓	
✓	
✓	

Leadership development goals

Remember **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely

Goal 3:	Review Date
How will you measure progress towards achieving your goal?	
✓	
✓	
✓	
✓	
✓	
✓	

Leadership development goals

Remember **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely

Goal 4:	Review Date
How will you measure progress towards achieving your goal?	
✓	
✓	
✓	
✓	
✓	
✓	

Leadership development goals

Remember **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely

Goal 6:	Review Date
How will you measure progress towards achieving your goal?	
✓	
✓	
✓	
✓	
✓	
✓	

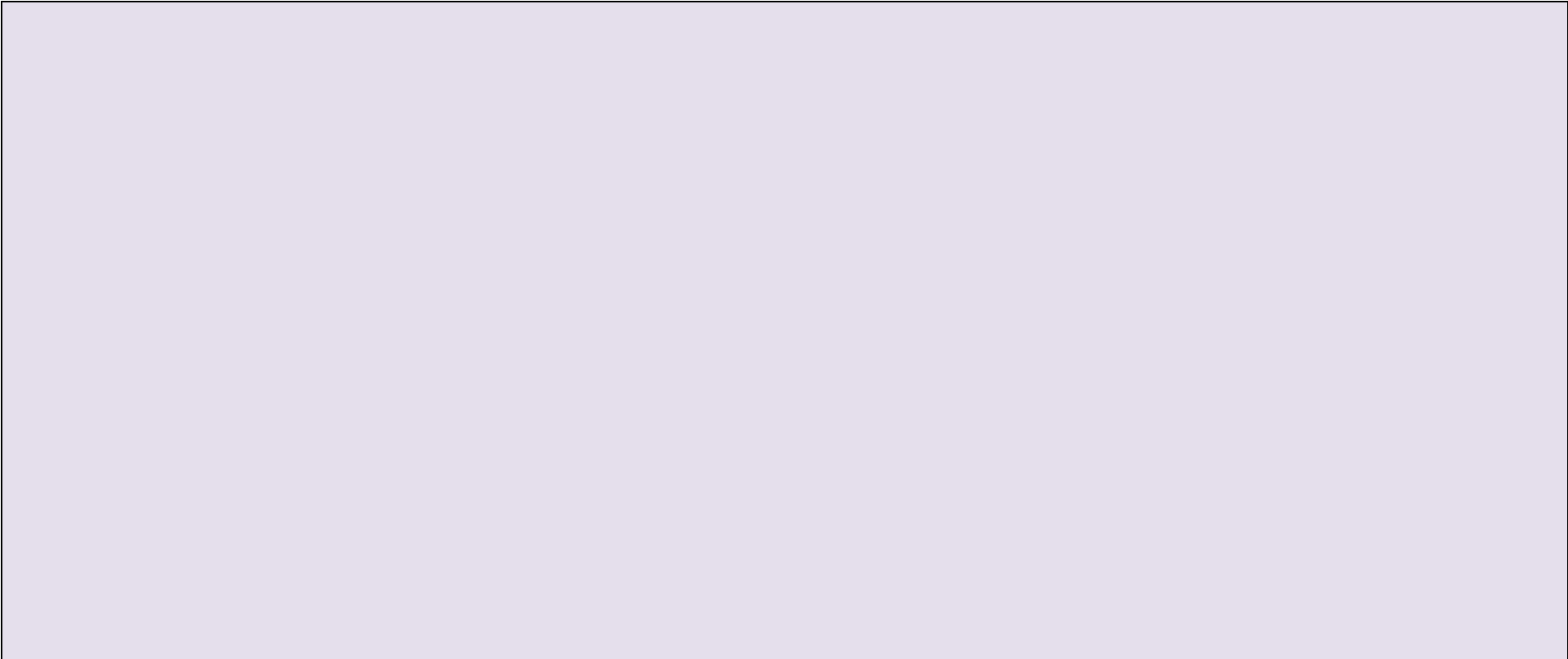
Leadership development goals

Remember **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely

Goal 6:	Review Date
How will you measure progress towards achieving your goal?	
✓	
✓	
✓	
✓	
✓	
✓	

3. The Views of Service Users

Take some time to talk to people you use your services or their friends and family. What do they think about the service they receive? What is good about it, what would they like to be better, what do they think good leadership is all about?



4. Knowing your organisation

What is the mission and vision for your organisation?

What are your organisations strategic objectives?

Who sits on the Board?

What are your directorate / department / team's objectives?

How is quality assured from the frontline to the Boardroom?

5. Meetings with your sponsor

Date	Main issues discussed	Actions, reflections

6. Visits

Use the table below to keep a record of visits you go on during the programme

Date of visit	Where did you go?	Why did you go?	What did you do?	What did you learn?

7. Useful contacts directory

Name	Organisation	Role	Email	Phone	Notes