



SAMPLE DEVELOPMENT PLAN

A resource to help you with this plan is [Development Plan FAQs](#).

Name: Lynn

Title: President & CEO

Date: January 5, 2022

Part 1 – Identify Career Goals

A resource to help you with this section is [Setting Short and Long-Term Career Goals](#).

1. Short-Term Career Goals (1-2 years):
[Improve ACCESS visibility and Increase marketing to potential partners, funders and clients](#)
[Develop staff to ensure succession in all Departments](#)
[Further develop Leadership skills](#)
2. Long-Term Career Goals (3-10 years):
[Ensure that ACCESS is in capable hands for the future](#)

Part 2 – Identify Strengths & Development Areas

A resource to help you with this section is [Identifying Strengths & Development Areas](#).

1. List your key Strengths (between 3-6):
 1. [Integrity](#)
 2. [Consistency](#)
 3. [Compassion](#)
 4. [Interested in Developing st](#)
 5. [Listening Skills](#)
 6. [Teamwork](#)
2. What Leadership/Soft Skills do you want to develop/work on that will make the biggest impact on your ability to be more effective in your role (brainstorm at least 2)?
[Networking](#)
[Delegation](#)
3. What Technical/Job-Related Skills do you want to develop/work on that will make the biggest impact on your ability to be more effective in your role (brainstorm at least 2)?
[Board Leadership](#)
[Using Cloud Technology](#)
[Succession Planning](#)





Part 3 – Your 12-Month Focused Action Plan

Leadership/Soft Skill Development Goal

From Part 2 question 2 above – **choose one Leadership/Soft Skill** that you want to develop in the **next 12 months** and determine specific actions and timelines.

1. Name the Leadership/Soft Skill:
Networking
2. Why is this important for you to develop this year? Why did you choose this one?
Increased networking would lead to more visibility and credibility for ACCESS.
Expand opportunities
3. Results/Outcomes – How will you know you have made progress?
I will notice that my targeted relationship building efforts are leading to more interactions with certain groups that I want to develop relationships with
New opportunities may come as a result of being more connected
4. Resources Needed – money, time, staff, etc.:
Time
A Focussed Relationship Building Strategy
5. Employee Action Steps – What specific actions will you be taking by when?

Action	Target Date	Notes/Questions
Develop Relationship Building Strategy	Feb 15, 2022	Jenn to share resource to do this
Dedicate time to implement develop strategy	On-going	





Technical/Job Related Development Goal

From Part 2 question 3 above - **choose one Technical/Job-Related skill** that you want to develop in the **next 12 months** and determine specific actions and timelines.

1. Name the Technical/Job-Related Skill:
Board Leadership
2. Why is this important for you to develop this year? Why did you choose this one?
Activate board Interest and development for continued support and understanding of ACCESS and our role in the Urban Community
3. Results/Outcomes - How will you know you have made progress?
Board is confident in ACCESS as a leading organization
Board will be activated at every meeting
I will answer questions more frequently when they arise for the Board
I am able to continue to guide the Board through our policies to ensure Board Members are clear in those policies.
4. Resources Needed - money, time, staff, etc.:
Time myself and time with Ross to prepare for meetings
Reliable staff to manage filing and coordinating Board materials
5. Employee Action Steps - What specific actions will you be taking by when?

Action	Target Date	Notes/Questions
1. Actively participating in Board training/orientation sessions	as they occur in 2022	
2. Regular Meeting with Jenn & Ross to structure board meetings to be well prepared to handle issues on board schedule	ongoing starting in January 2022	

