

Essential Skills for Emerging Leaders: Action Planning Worksheet

Use this worksheet during the session and beyond to support your personal development.

Learn the Landscape

A =

B =

C =

Which leadership characteristics do you admire the most?

The Competency Model

- Presence: Demeanor and conduct
- Self-Awareness: Context for self and others around us
- Collaboration: Working with others to achieve goals
- Engagement: Active connection with the organization
- Knowledge: Continuous learning and development
- Performance: Execution with excellence

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Competency Model

Presence

Examine: What does this mean for me?

Assess: How frequently do I practice these behaviors? (Check one rating for each)

	1 Never	2 Rarely	3 Sometimes	4 Often	5 Always
Be Authentic					
Envision Your Future Self					

Act: What will I commit to do differently?

Notes:

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Self-Awareness

Examine: What does this mean for me?

Assess: How frequently do I practice these behaviors? (Check one rating for each)

	1 Never	2 Rarely	3 Sometimes	4 Often	5 Always
Cultivate Global Awareness					
Apply Your Talents					

Act: What will I commit to do differently?

Notes:

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Collaboration

Examine: What does this mean for me?

Assess: How frequently do I practice these behaviors? (Check one rating for each)

	1 Never	2 Rarely	3 Sometimes	4 Often	5 Always
Build Relationships					
Leverage Diversity					

Act: What will I commit to do differently?

Notes:

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Engagement

Examine: What does this mean for me?

Assess: How frequently do I practice these behaviors? (Check one rating for each)

	1 Never	2 Rarely	3 Sometimes	4 Often	5 Always
Go Beyond Your Comfort Zone					
Take Action					

Act: What will I commit to do differently?

Notes:

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Knowledge

Examine: What does this mean for me?

Assess: How frequently do I practice these behaviors? (Check one rating for each)

	1 Never	2 Rarely	3 Sometimes	4 Often	5 Always
Protect Your Time					
Refine Your Expertise					

Act: What will I commit to do differently?

Notes:

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Performance

Examine: What does this mean for me?

Assess: How frequently do I practice these behaviors? (Check one rating for each)

	1 Never	2 Rarely	3 Sometimes	4 Often	5 Always
Honor Commitments					
Seek Regular Feedback					

Act: What will I commit to do differently?

Notes:
