Leadership Training and Development Program Implementation Checklist

# Information

Transformational leadership training and development is the cornerstone to build leadership bench strength. Use the following action planning items to guide the process of implementing a leadership training and development program. (Customize to your department’s policies and practices)

|  | Responsibility | Due Date | Completed |
| --- | --- | --- | --- |
| Step 1: Define desired program outcomes |  |  |  |
| * Compliance with Government Code 19995.4 * Build a leadership pipeline to ensure continuity * Increase leadership competencies * Improve leadership performance * Reduce grievances and performance issues * Reinforce succession planning |  |  |  |
| Notes: |  |  |  |
| Step 2: Conduct program scope |  |  |  |
| * Identify executive sponsors * Identify department leaders who would participate in programs: Supervisors, Managers and CEA’s * Align with Workforce Planning – look at data regarding current trends of department leaders * Establish baseline data around current performance of the desired outcome areas. |  |  |  |
| Notes: |  |  |  |
| Step 3: Complete needs assessment |  |  |  |
| * Identify trainable competencies * Evaluate leadership competencies:   + Assess performance appraisals   + Assess individual development plans (IDPs) * Identify leadership skill gaps by other program areas (Human Resources, Labor). * Review what is currently going on and what type of skills are needed. * Evaluate current development activities beyond training (coaching, workshops, seminars, etc). * Prioritize training needs. * Assess how senior leaders are holding themselves accountable for growing leaders. |  |  |  |
| Notes: |  |  |  |
| Step 4: Determine measurements and evaluations |  |  |  |
| * Evaluate application of learning for development activities. * Revisit tracking and monitoring systems for training and development programs (e.g., LMS, IDP form, another way to capture data) * Develop reporting structure |  |  |  |
| Notes: |  |  |  |
| Step 5: Develop roll out |  |  |  |
| * Design and develop training * Develop communication plan * Develop web site content * Develop marketing material * Assign ongoing task |  |  |  |
| Notes: |  |  |  |
| Step 6: Implement |  |  |  |
| * Measure and evaluate training * Collect feedback |  |  |  |
| Notes: |  |  |  |