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: |  |  |  |