

# LEAP Executive Development Plan

The Executive Development Plan is meant to serve as the "blueprint" for documenting all LEAP Components including short-term and long-term developmental activities which will enhance an executive's performance. Developmental activities, whether participating in a detail assignment, taking a course, or reading a book, should develop a broader perspective and deeper knowledge of the agency and Federal government. Plans should be updated periodically while participating in LEAP and the final document should only include those activities that were **completed** during the LEAP program.

<b>Name/telephone number</b>	<b>Series/grade</b>
<b>Position title</b>	<b>Occupational field</b>
<b>Developmental Goals</b>	
<b>Employee signature</b>	<b>Date</b>
<b>Supervisor signature</b>	<b>Date</b>
<b>Mentor signature</b>	<b>Date</b>

**Short Term Goal – 1 to 2 years:**

**Long Term Goal – 3 to 5 years:**

<u>DEVELOPMENTAL ACTIVITIES</u>	<u>DATE STARTED</u>	<u>DATE COMPLETED</u>	<u>EXPECTED OUTCOMES</u>
1. Training Course:			
2. Books:			
3. Rotational Assignments:			
4. Shadowing Assignments:			
5. Instructor/Trainer			
5. Other:			
5. Continuous Learning			