



YALI Network

Leadership Planning Toolkit

Congratulations on taking this next step in your professional development!

This Leadership Planning Toolkit is a tested tool that will support your continued professional growth as a leader and help guide you as you work to create positive change in your home community, country, region, and in Africa.

Your LPT is a living document. As you build your experience and networks over time, you can add these new experiences, networks, contacts, and learnings into your LPT. The LPT will also allow you to reflect on your growth and the contributions that you have made to your society, community, region, and country.

Six months or even a year from now, take time to reflect on your answers and see how you've grown as a leader! Redo the activities in this toolkit and reflect on the following questions: How did you grow and reach your goals? In which ways can you still improve?

NAME: _____

HOME COUNTRY/CITY: _____

CURRENT VOCATION AND AVOCATION (INCLUDE EMPLOYMENT AND ANY VOLUNTEER OR COMMUNITY WORK):

AREA(S) OF FOCUS (YOU MAY CHOOSE MORE THAN ONE):

- | | | |
|--|--|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Education | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Arts/Music/Fashion | <input type="checkbox"/> Energy | <input type="checkbox"/> Communications/Marketing/ Advertising |
| <input type="checkbox"/> Banking/Finance | <input type="checkbox"/> Engineering | <input type="checkbox"/> Peace building/Conflict Resolution |
| <input type="checkbox"/> Business/Entrepreneurship | <input type="checkbox"/> Environment/Conservation/ Wildlife | <input type="checkbox"/> Policy Advocacy/Research |
| <input type="checkbox"/> Children and youth | <input type="checkbox"/> Government: civil service | <input type="checkbox"/> Public Works (utilities/ water/ waste management) |
| <input type="checkbox"/> Civil/Human Rights | <input type="checkbox"/> Government: elected office | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Health/Public Health/Medicine | <input type="checkbox"/> Retail/Sales Science Technology/ Telecommunications |
| <input type="checkbox"/> Construction/Architecture/ Real Estate | <input type="checkbox"/> Hospitality/Tourism/Travel | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Democracy/ Governance/ Civic Education | <input type="checkbox"/> Journalism/Media/Publishing | <input type="checkbox"/> Women's and girls' Issues |
| <input type="checkbox"/> Disability Rights/Issues | <input type="checkbox"/> Justice/Legal/Prison Systems | |
| | <input type="checkbox"/> LGBTQI Issues | |

My Essential Question

The Essential Question is a research question that will encourage you to explore solutions to a challenge that you are currently facing.

My Core Values

Please review the following list of key leadership values. Most people value all of these characteristics in leaders, but there are many different approaches to good leadership. In developing a leadership plan, it's helpful to identify those values that are most important to you in your leadership journey.

Respect & Compassion

Prioritizing the recognition of the dignity of other people in all aspects of leadership and decisions.

Self-Awareness & Inner Serenity

Seeking validation or solace from others; conveying peace and serenity.

Conceptualization

The ability to maintain awareness of the conceptual thinking and the "big picture" and still manage effectively from day-to-day.

Legacy

Prominence; being well-known for contributions.

Wisdom & Foresight

Sound judgment based on knowledge and understanding of past and present and consequences of future decisions.

Shared Responsibility & Accountability

Dependably achieving promised results for team, stakeholders, community, country.

Creativity & Diversity

Discovering and nurturing new ideas and innovations and consistently soliciting diverse perspectives.

Presence & Building Trust

The ability to communicate and act in a way that conveys confidence, warmth and strength.

Harmony & Interdependence

Recognizing that each one of us needs all of us and we should strive to work together in accord rather than in opposition.

Persuasion & Creating Meaning

A reliance on persuasion rather than solely one's positional authority, in making decisions within an organization; helping people understand the "why".

Facilitation

Consistently ensure that everyone's viewpoint is heard appropriately and that solutions and resolutions find a common ground.

Ethical Leadership

Promoting positive civic engagement and social responsibility through an ethic of service and a concern for justice.

Commitment to Community & Ubuntu

Recognizing that everyone has a responsibility for the welfare of others.

Common Purpose

Valuing, creating, and involving others in creating shared aims and values.

After reviewing this list, choose 3–4 values that are most important to you and write them below. Feel free to include values not listed above.

1. _____

2. _____

3. _____

4. _____

My Identity as a Leader

How will I ensure that I stay true to my values as I develop and take on higher level leadership positions?

What would people say are my strengths as a leader when I am not in their presence?

Considering my Vision Statement and Core Values, what else do I want people to say about my leadership strengths when I'm not in their presence?

My Long-Term Goals

My Essential Question was:

Long-Term Goals

In 5–10 years, this is the change that I would like to help create. Look at your core values, re-read your Vision Statement; think about the future that you want to be an instrumental part of creating.

Long-Term Objectives

In order to move towards each of these goals, I have the following key objectives:
Objectives should be specific, visible, and measurable.

1. _____
2. _____
3. _____
4. _____

I anticipate having some challenges in reaching these objectives. List any key personal, environmental, or institutional challenges you can imagine below.

The most important Servant Leadership characteristics that will help me are....

Choose 4 Servant Leadership characteristics from Appendix A at the end of this document that you think will be most important for you.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

My personal strengths/assets around these 4 Servant Leadership characteristics that will help me are...

What are you best at?

For example, your biggest strengths that will help you may be "relationship-building" or "leading effective teams".

In order to reach my objectives, I would like to develop in the following ways:

List the skills and knowledge that you think will help you reach your long-term goal and objectives.

My Short-Term Goals and Action Steps Today

12-Month Objectives:

To take the first steps towards reaching my long-term goals, over the next 12 months I will... List 2-4 objectives that are realistic, measurable, achievable, and within your control.

1. _____
2. _____
3. _____
4. _____

Contacts and Networking:

To achieve these objectives in the next 12 months, I plan to expand my network by initiating, building, or strengthening relationships with the following groups and individuals. Identify 4-10 new contacts that are relevant to helping you meet your objectives.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Professional Development:

To achieve these objectives in the next 12 months, I would like to specifically build my knowledge and skills in the following areas. List very specific skill/knowledge areas, such as: "Negotiation Skills; Budgeting Skills; Ability to Persuade Others; Knowledge of the corporate landscape in Eastern Africa."

Reaching Other Youth

How do you plan to work with youth in your home country and community? For example: Will you mentor other youth? Engage youth in your organization, business, or institution? Organize volunteer activities for youth?

Appendix A

Servant Leadership

These 10 characteristics were identified by Larry Spears, CEO of the Greenleaf Center of Servant Leadership. Learn More about Servant Leadership by taking the YALI Network Online Course, [Servant Leadership- The Deciding Difference](#).

Listening

Seeks to identify the will of the group and helps to clarify that will.

Empathy

Strives to understand and empathize with others.

Healing

Recognizes that they have an opportunity to help make whole those with whom they come into contact.

Awareness

Able leaders are usually sharply awake and reasonably disturbed (in that they are out of their comfort zone). They are not seekers after solace. They have their own inner serenity.

Persuasion

A reliance on persuasion rather than one's positional authority, in making decisions within an organization

Conceptualization

Called to seek a delicate balance between conceptual thinking and a day to day approach

Foresight

Enables the servant leader to understand the lessons from the past, the realities of the present, and the likely consequences of a decision for the future.

Stewardship

Assumes first and foremost commitment to the needs of others.

Commitment to the growth of people

Recognizes the tremendous responsibility to do everything in his or her power to nurture the personal and professional growth of employees and colleagues.

Building community

Seeks to identify some means for building community among those who work in businesses and other institutions.

