



90-Day

LEADERSHIP DEVELOPMENT PLAN

AN ACTION PLAN FOR FIRST-LINE
TO SENIOR-LEVEL LEADERS



FROM LEADERSHIP COACH & CONSULTANT
SUMMER ALEXANDER





Summer

MEET YOUR COACH

My coaching philosophy is that you have everything you need inside of you to accomplish every goal you can imagine for yourself. My job is only to help you shine a light on your brilliance, guide you to working in your zone of genius, encourage you to take action, challenge you to leap outside of your comfort zone, and celebrate your big wins with you!

Contact me:

www.summeralexander.com

hello@summeralexander.com

A WARM

WELCOME

DEAR BRILLIANT LEADER

Congratulations! You have taken the first step toward making strides in accomplishing your professional goals as a leader.

Whether you are brand new to leadership or a seasoned leader ready to explore the next steps in your career, this guide will provide you with a roadmap to help get you started.

Before you begin work on this plan, I encourage you to set aside about two hours that you can devote to thoughtfully responding to the prompts. This plan should not be rushed through, only to be set aside and never implemented.

Once you have completed the plan, consider enrolling a trusted peer, colleague, or leader to hold you accountable for taking action. If you are not currently working with a coach, I would love the opportunity to work with you and to help identify the key strategies and steps you need to take in the next 90 days.

Contact me to learn more and schedule a complimentary call. I can't wait to see what you accomplish!

Summer Alexander

ACHIEVE YOUR GOALS!

LEADERSHIP DEVELOPMENT PLAN

VISION BOARD

A great leader is a well-rounded, balanced leader who prioritizes wellness in all aspects of life. Complete the chart below with 3-5 goals for each life area. Hold nothing back! Write these goals as if no limitations are stopping you from achieving them.

HEALTH GOALS

WEALTH GOALS

CAREER GOALS

FAMILY GOALS

LIFESTYLE GOALS

PERSONAL GOALS

90-Day

the CORE VALUE CLARITY WORKSHEET

Knowing our true core values empowers us to live a life of integrity in which our goals and actions align with our beliefs and values. This worksheet will help you to reveal your real core values so that you can successfully integrate them into your life.

STEP #1

Read through all these values and check all that are important to you:

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Abundance• Advancement• Adventure• Affection• Appreciation• Balance• Be True• Beauty• Career• Caring• Change• Change• Charisma• Clarity• Commonality• Communication• Compassion• Connection• Contentment• Contributing• Cooperation• Courage• Creativity• Diversity• Effectiveness• Encouragement• Endurance• Enjoyment• Entertain• Entrepreneurial• Excellence• Excitement• Facilitation• Faith• Fame• Family | <ul style="list-style-type: none">• Finances• Fitness• Forgiveness• Forgiveness• Freedom• Friendship• Relationship• Fun• Fun-Loving• Generosity• Giving People a Chance• Goodness• Grace• Gratitude• Happiness• Harmony• Home• Honesty• Humanity• Humor• Innovation• Integrity• Intelligence• Invention• Involvement• Joy/Play• Justice• Kindness• Knowledge• Leadership• Learning• Love• Love of Career• Loyalty• Openness• Order | <ul style="list-style-type: none">• Patience• Patience• Peace• Personal Development• Power• Pride in Your Work• Professionalism• Prosperity• Quality• Reciprocity• Relationship• Religion• Renewal• Respect• Respect• Security• Self-Respect• Speed• Spiritualism• Strength• Success• Teamwork• Trusting Your Gut• Wealth• Wellness• Willingness• Wisdom |
|---|---|--|

STEP #2

Write them down here in the left column. Now read through them again and decide what 6 values are most important to you:

<i>All values I checked</i>	<i>My top 6</i>

STEP #3

Write down what each of these values mean to you and why they are important:

<i>My top 6</i>	<i>What they mean, why they are important and how they show in your life:</i>

PERSONAL LEADERSHIP OVERVIEW

INTERNAL REVIEW

STRENGTHS

What are your greatest strenghts?

GROWTH AREAS

What areas do you need to improve?

SKILLS

What skills have you mastered?

SKILLS NEEDED

What skills do you need to acquire?

ACCOMPLISHMENTS

What are your recent accomplishments?

CHALLENGES

What challenges are you currently facing?

90-Day

PERSONAL LEADERSHIP OVERVIEW

EXTERNAL REVIEW

ASK 1-2 TRUSTED LEADERS, MENTORS, PEERS, FRIENDS
AND FAMILY MEMBERS:

What are my greatest strengths as a leader?

What skills would you recommend I develop to improve my leadership abilities?

Based on your knowledge of me, what would you say are my core values?

90-Day

LEADERSHIP DEVELOPMENT PLAN

SKILL ASSESSMENT

GAP ANALYSIS

Review and reflect on the responses for your internal and external assessments.
List the skills you need to develop based on both assessments and place a checkmark in the technical, soft, business, or interpersonal skill type.

SKILLS TO DEVELOP	TECHNICAL	SOFT	BUSINESS	INTERPERSONAL
Ex. - Conflict Management		✓		

Technical skills - abilities or knowledge used to perform practical tasks.
Soft skills - non-technical skills that describe how you work and interact with others.
Business skills - competencies that help people understand consumer habits and organizational behavior.
Interpersonal skills - behaviors and tactics a person uses to interact with others effectively.

GOAL SETTING

Identify 1-2 goals you would like to achieve within the next 90 days. Incorporate any identified skills you plan to work on developing.

S

SPECIFIC: What do you want to achieve?

M

MEASURABLE: How will you know when you have reached your goal?

A

ACHIEVABLE: Is the goal within your power to accomplish?

R

REALISTIC: Can you realistically achieve your goal?

T

TIME-BOUND: When do you want to achieve your goal by?

90-Day

LEADERSHIP DEVELOPMENT PLAN

GOAL TRACKER

GOAL	MOTIVATION

START DATE :	PROJECTED DUE DATE :	DURATION :
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ACTION PLAN	☒	DATE :	ACTION STEPS
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		

ROADBLOCKS

PROGRESS BAR ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	DATE COMPLETED :
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GOAL	MOTIVATION

START DATE :	PROJECTED DUE DATE :	DURATION :
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ACTION PLAN	☒	DATE :	ACTION STEPS
	☐		
	☐		
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ROADBLOCKS

PROGRESS BAR ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	DATE COMPLETED :
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LEADERSHIP CHECKLIST

Complete the checklist below. Identify an action plan for any items you are unable to confirm confidently.

- ☐ I am clear on the goals I want to achieve in the next 90 days
- ☐ I am committed to taking the required action to achieve my goals
- ☐ I know what skills I need to develop to advance my career
- ☐ I am comfortable setting firm boundaries
- ☐ I incorporate non-negotiable self-care practices every month
- ☐ I am connected to a supportive community
- ☐ I understand how to develop my team members
- ☐ I am comfortable providing feedback to my leader and team
- ☐ I have a strategic thinking mindset
- ☐ I am comfortable advocating for myself in the workplace
- ☐ I am able to make decisions even if they are tough
- ☐ I have an accountability partner, a coach, a mentor and a sponsor

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SUMMER ALEXANDER

Leadership Coaching Services



www.summeralexander.com



As a leader, you are responsible for motivating, developing, directing, influencing, and guiding your team. However, your value to your team and organization rests on your ability to tap into your strengths and prioritize your personal and professional growth and development. As your leadership coach, my job is to ask you the right questions and help you develop an actionable plan to move you toward accomplishing your goals.

The way I work with my clients is different from most coaches. Your program starts with a strategy session where we will talk through your values, your strengths, growth areas, current challenges you are facing, and your leadership goals. We will identify critical actions you can take over the next 3 months to move toward your goals.

I'll provide you with a summary plan that will be our guiding document for the remainder of our time together. Over the next 3 months, we will meet twice per month, where we will check in on the actions you are taking and make adjustments to the plan as needed. I'll be there to encourage, support, and challenge you, and I'll be your source of accountability to help you honor your commitments to yourself.

You may be preparing yourself for your next role, you may need to strengthen your personal brand, you may have a remote team that feels disconnected, you may be uncertain about where you want your leadership journey to go next, you may be on the verge of burnout, or facing aggressions in the workplace because you are an "only" on your leadership team.

Whatever the specific leadership challenge you are facing, I want you to know you don't have to face it alone. I've worked with minority leaders all over the world, including Australia, India, The UK, and the United States. I've helped leaders to create strategies that have led to promotions, raises, more engaged teams, and more opportunities for visibility within their organizations.

I look forward to speaking with you soon.

Summer Alexander
Leadership Coach & Consultant

How do I know if I need a coach?

- ✓ You need clarity on focus areas for professional development and determining what's next in your leadership career
- ✓ You are struggling with setting and enforcing boundaries
- ✓ Your team is in a period of transition, and morale and productivity are low
- ✓ You are the "only" in your space and are dealing with microaggressions, lack of recognition, and lack of opportunity
- ✓ You need feedback on strategies and ideas for yourself, your organization, or your team
- ✓ Your team is dealing with high attrition, and you need a plan for retaining talent
- ✓ You have received feedback indicating you need to make improvements to your leadership style or approach
- ✓ You are feeling stressed out and are near burning out from your workload



Coaching Program

01 CLIENT INTAKE

Complete a pre-session client questionnaire to identify challenges, goals, and areas of accountability.

02 STRATEGY PLAN

In our initial session, we will develop a strategy and development plan to focus on for the next 90-days of coaching.

03 MONTHLY SESSIONS

We'll meet twice per month via Zoom for 60 minutes for each session. Each session will start with a check-in from the previous session to ensure accountability.

04 CLIENT PORTAL

You will receive access to a private client portal where we will track goals, action items, and communicate between sessions.



CONTACT

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OFFICE HOURS

M - T 8:00am - 5:00pm CST

Fri 10:00am - 5:00pm CST

WEBSITE

www.summeralexander.com

SOCIAL MEDIA

@summeralexander



Leadership Coaching Program

I work with leaders to help you clarify goals, develop strategies, work through workplace challenges, provide feedback to your team, set firm boundaries for yourself, and hold you accountable for honoring the commitments you make to yourself. We will celebrate wins (big and small) and work on strengthening your personal brand.

WHAT YOU'LL GET:

- ✓ Initial client strategy session to ensure focused coaching over the 3mo engagement
- ✓ Two, 60-minute coaching sessions per month
- ✓ Access to a private client portal where your action items will be tracked over the course of the coaching engagement

YOUR INVESTMENT

\$1250/MONTH

LET'S WORK TOGETHER!