

UNLEASH THE POWER OF YOUR BUSINESS!

Strong leaders don't just manage people – they **develop them**. One of your most important responsibilities as a leader is to **recognize and invest in high-potential team members** who could become the next generation of leadership in your organization.

This tool provides a **structured, repeatable process** for doing just that. Whether you're mentoring a rising star or coaching someone into their first leadership role, the Leadership Development Tracker will help you:

- ✓ Identify team members with leadership potential
- ✓ Assess their current competencies and areas for growth
- ✓ Build targeted mentoring and coaching plans
- ✓ Track development activities and outcomes over time

Use this tracker to guide meaningful conversations, assign stretch opportunities, and ensure you're **developing people intentionally – not by chance**.

Section 1: Identifying High-Potential Team Members

Not everyone wants to lead, and not every strong performer is a future leader. But many people on your team may have emerging potential that simply needs encouragement and development.

This section helps you reflect on the characteristics of leadership potential and begin identifying individuals who demonstrate them.

Traits to Watch For:

- Goes above and beyond their role
- Demonstrates curiosity and a desire to grow
- Takes ownership of mistakes and outcomes
- Listens well and builds trust with others
- Supports peers and strengthens team culture
- Takes initiative in the face of uncertainty
- Seeks feedback and applies it
- Aligns with your organization's values

Use the table to list up to 3 individuals you believe show leadership promise, along with notes about what you've observed.

| Name | Observed Traits and Notes |
|------|---------------------------|
| | |
| | |
| | |
| | |
| | |
| | |

Section 3: Mentorship & Coaching Plan

Once you've identified the right people and assessed their needs, it's time to build a plan. Use this table to outline how you'll help each person grow.

Key questions to guide this section:

- What is their primary development goal?
- What leadership opportunities can you assign?
- Who else could help mentor or support them?
- How often will you check in on their growth?

| Team Member | Development Goal | Stretch Opportunity | Mentor or Coach | Check-in Freq. |
|-------------|------------------|---------------------|-----------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Examples of stretch opportunities:

- Lead a meeting or project team
- Present updates to upper management
- Mentor a new team member
- Lead a small improvement initiative

These opportunities are critical steppingstones for leadership growth.

Additional Notes:

Leadership Commitment Statement

End this tool with a personal pledge to prioritize leadership development on your team.

"I commit to identifying, investing in, and guiding future leaders within my team. I will provide consistent feedback, offer meaningful opportunities, and coach with both challenge and support to help them grow into their full leadership potential."

✍ Write your own version below:

Final Note:

This tracker is a living document. Review it quarterly, update development goals, and continue the dialogue with your team. **Great leaders create more leaders – on purpose.**

 *For best use: print a copy for each high-potential team member or use a digital version to review during one-on-ones.*

