

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 2: Readiness Assessment & Development Needs

Leadership potential is only part of the equation. You also need to assess readiness – the current state of your team member’s skills and behaviors. This section helps you evaluate key competencies and identify development areas.

Instructions:

- Use the rating scale (1-5) to assess their level in each area.
- Add notes on what they’re doing well or where they could grow.

Rating Scale:

1 - Needs Development | 2 - Emerging Skill | 3 - Consistent Application | 4 - Strong Competency | 5 - Leadership Ready

Team Member	Competency	Rating (1-5)	Development Notes
	Communication		
	Decision-Making		
	Accountability		
	Team Collaboration		
	Adaptability		
	Conflict Resolution		
	Initiative & Ownership		

This step is important to ensure that your development efforts are targeted and specific, not generic.

Additional 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:

Section 4: Development Activities Tracker

Use this section to track real progress. Record assignments, feedback sessions, and any other developmental interactions you observe or facilitate. This will give you a clear view of where your future leaders are excelling and where they may need more support.

Team Member	Date	Activity or Assignment	Outcome/Observation

Consider logging:

- How well they performed during a stretch task
- Reactions to feedback or coaching
- Signs of growth in confidence, communication, or decision-making

Additional Notes:

Section 5: Reflection & Follow-Up

Leadership development is not a one-time event – it's a process. This section helps you reflect on what's working and where you need to adjust your support.

For Each Employee:

- What growth have I seen in this individual?
- Where are they still struggling?
- What new opportunities could challenge them next?
- Do they have the tools and feedback they need?

For Myself as a Mentor or Coach:

- Am I being consistent in my support and accountability?
- Have I created a safe space for feedback and growth?
- What's one thing I can do better in developing this person?

Taking time to reflect improves your effectiveness as a leader of leaders.

Additional Notes:

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

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.*

