Timeline for Building a Leadership Development Program: LEADS

	Step	Time Required	Responsible	Others Involved	Notes
Lay the Foundation	ID Drivers	1 – 10 Weeks	Sponsor/ Designer	Sr. Leaders	Depends on starting point
	Compare to M,V,V, Goals and Strategy	1 Day – 1 Week	Designer		
	Introduce to Sr. Leaders	1 Day	Designer	Sr. Leaders	
	Craft Leadership Dev Philosophy	1 Day – 2 Weeks	Designer	Sr. Leaders approve	Can be concurrent with previous steps
	Plan to Introduce to All Leaders	1 Day – 1 Month	Designer/ Sr. Sponsor		Can be concurrent with previous steps
Envision	Facilitate Leadership Discussions	1 Month – 1 Year	Sponsor/ Designer	Top 4 Levels of Leaders	Depends on organization & urgency
	Complete Skill Gap Analysis	1 Week – 1 Month	Designer	Sr. Leaders	May be concurrent with Leadership Discussions
	Compile Leadership Input	1 Week	Designer		
Agree on Action	Establish Planning Team	1 – 4 Weeks	Designer	Formal and Informal Leaders	
	Clarify Purpose and Goals	1 – 2 Weeks	Designer Planning Team	Sr. Leaders	Sr. Leaders must be involved and buy-in
	Decide on Design Features	1 Week – 2 Months	Designer Planning Team	Other Related Department	Relate to other organizational areas
	Create the Action Plan	1 – 20 Weeks	Designer Planning Team	Related Departments	Can be concurrent to other design aspects
	Create Initial Communication Plan	1 – 2 Weeks	Planning Team	Communication Department	Needs will evolve; plan needs to be revisited
Design	Select Methods to Develop Skills	2 – 12 Months	Planning Team	HR, Training, Education Depts	May overlap with Phase 3
	Design Delivery Plan	2 – 12 Months	Planning Team	HR, Education, Coaching	Depends on history of development
	Manage the Selection Process	2 – 3 Months	Program Mgr Governing Body	Sr. Leaders	Sr. Leaders must encourage involvement
Sustain	Improve the Process	Ongoing	Program Mgr Governing Body		Regular reports to Sr. Leaders
	Ensure Ongoing Support is in Place	Ongoing	Program Mgr		Involve Sr. Leaders if a concern
	Complete Annual Review Process	Annually	Program Mgr Governing Body	Sr. Leaders	