

LEADERSHIP development roles and responsibilities

EMPLOYEE

1. Determine interest and inform supervisor
2. Review leadership attributes and assess current position
3. Seek development opportunities in attributes where skills or competencies are missing or deficient
4. Create a career development plan with supervisor as part of performance management program
5. Attend courses and/or participate in developmental activities
6. Take responsibility for personal development
7. Be committed

MANAGEMENT

1. Identify high-potential employees
2. Provide developmental opportunities for employees
3. Candidly assess employees' leadership attributes
4. Co-create career development plan with employee
5. Provide resources for developmental activities
6. Develop plan for determining who will participate in programs
7. Allow employees time to participate in leadership development programs
8. Eliminate or minimize barriers to employee development

AGENCY (including human resources)

1. Adopt leadership development as part of its strategic initiatives
2. Commit to leadership development
3. Provide budgetary resources for leadership development
4. Review academic assistance and training assistance policies; modify to support commitment to leader development (if necessary)
5. Communicate commitment to leader development
6. Periodically assess effectiveness of leader development program

OFFICE of state personnel

1. The Office of State Personnel will provide guidance to agencies in the design, development and implementation of a leader development program through the use of the following tools and services:
 - Leader Development Program models that may be used and adapted to meet individual agency needs
 - Access to a variety of tools located on a dedicated website
 - Consultation services for developing, implementing, and managing a leader development program