



# Leadership Development Guide

2015

County of Los Angeles  
Succession Planning Program

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**Department of Human Resources**  
County of Los Angeles



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## **Succession Planning**

To enable the County to proactively address leadership turnover by identifying vulnerabilities and providing resources to assist in developing the County's leaders.

## **Workforce Development MAPP Behavior**

...Creates and maintains a succession plan to identify, develop, and retain key talent in order to increase the availability of experienced and capable employees who are prepared to assume management roles as they become available.

# Introduction

## Background

Succession planning is an essential strategy for every organization. One of our most important tasks as effective leaders is to prepare our future leaders. The Board of Supervisors reinforced this expectation on January 24, 2012 by issuing the directive to make succession planning a mandatory Management Appraisal and Performance Plan (MAPP) behavior. As succession planning increases the County's overall leadership "bench strength," it will also create the pool of promotion-ready employees needed to respond to retirement and other forms of turnover.

20% of MAPP employees are projected to retire within three years.

The Department of Human Resources (DHR) and line department human resources professionals can orchestrate *County-* and *department-wide* approaches to analyzing and strengthening the leadership pipeline. However, as an individual manager, you see firsthand an employee's performance over time and directly observe that employee's ability to handle challenges. Thus, you have the greatest influence to create an environment where employees can be developed for higher-level leadership roles.

## Purpose of this Guide

This Guide is a resource for managers seeking to develop the leadership competencies of their MAPP employees. Specifically, this Guide will provide the following:

- Brief guidelines for understanding the Countywide succession planning program and a manager's role in implementing it
- Methods for developing and executing leadership development plans
- An Individual Leadership Development Plan (ILDP) template

## Who Should Use This Guide

The information presented in this Guide may be useful for any manager seeking to develop his/her employees. However, it has been written particularly for those who have completed the *Leadership Evaluation*, which provides a structure for evaluating MAPP employees according to defined leadership competencies needed for success in positions at the next higher-level throughout the County. These leadership competencies have been provided in Appendix A.

# The Succession Planning Framework

The following guidelines describe the County's approach to succession planning and provide general information to consider about the leadership development process.

- **The County's succession planning is different from traditional succession planning.**  
Traditional succession planning programs emphasize the *pre-selection* of an employee to fill a higher-level position when it becomes vacant. In contrast, the County's succession planning program emphasizes *development opportunity*. Enhancing the leadership capacity of *all* potential successors is a good practice, as it increases the overall performance of the organization and increases the pool of employees who are prepared for a higher-level position.
- **Succession planning is intricately tied to career planning.**  
Managers and their potential successors must have open, up-front discussions about future career goals. Employees approach development assignments best when those assignments are directly linked to their specific career ambitions. An important part of succession planning is communicating the relevance between a development assignment and the responsibilities of the higher-level position to which a potential successor aspires.
- **Leadership development is different from regular employee development.**  
Managers must *always* be engaged in developing their direct reports for success in their current positions. Development for higher-level positions is distinguished from this day-to-day development because it depends on the needs of the organization, the goals of the employee, and the availability of specific development opportunities (e.g., timing fiscal management competency development to occur during an actual budget cycle).
- **Leadership development should be carefully assessed from the context of the higher-level position and the employees' ongoing performance in their current positions.**  
Although the purpose of the leadership development effort is to assess employees' performance within the context of the needs of next higher-level positions, managers must be cognizant not to put so much pressure on potential successors that employees are unable to successfully complete the responsibilities of their current positions.
- **Succession planning should incorporate considerations of talent pools.**  
The current model of succession planning and leadership development is based on development for *vertical* advancement (i.e., to the position directly above). However, development for *horizontal* advancement (i.e., to promotional opportunities in other functional units, divisions, or departments) is also important, particularly given that County employees move within the organization.

Departments are encouraged to develop talent pools for departmental positions that require similar competencies. That is, the department should assess and develop groups of eligible employees – regardless of direct reporting relationships – to potentially advance into one or more higher-level positions.

The following table describes the roles of the stakeholders in the succession planning process:

Role	Responsibilities
<b>Department of Human Resources</b>	<ul style="list-style-type: none"> <li>• Promote succession planning</li> <li>• Provide information, analyses, resources, tools, and guidance to departments</li> <li>• Evaluate progress</li> </ul>
<b>Department Head &amp; Executive Management</b>	<ul style="list-style-type: none"> <li>• Set strategic direction and define succession planning leadership development strategies</li> <li>• Support succession planning leadership development efforts (e.g., resource allocation, change management)</li> <li>• Build a thriving culture where employee skills are valued and encouraged to grow</li> </ul>
<b>Line Department Human Resources</b>	<ul style="list-style-type: none"> <li>• Implement department's succession planning leadership development strategies</li> <li>• Evaluate succession planning leadership development progress and suggest changes</li> <li>• Serve as a resource for line managers implementing <i>Individual Leadership Development Plans</i></li> </ul>
<b>Department Managers &amp; Supervisors</b>	<ul style="list-style-type: none"> <li>• Understand competency requirements of leadership positions</li> <li>• Evaluate employees and provide them with ongoing feedback</li> <li>• Select leadership development assignments</li> <li>• Implement <i>Individual Leadership Development Plans</i> with their MAPP employees</li> </ul>
<b>MAPP Employees</b>	<ul style="list-style-type: none"> <li>• Actively participate in their own development</li> <li>• Engage in self-awareness activities (e.g., self-reflection)</li> <li>• Proactively seek out feedback from peers, managers, and clients</li> </ul>

# How Leaders Learn

A cornerstone of leadership development is that leadership capability is primarily learned through experience. An estimated 70% of leadership development occurs through experience-based learning.<sup>1</sup> Furthermore, a guideline indicator of having gained the experience and “know how” to be considered an expert in a discipline is the accomplishment of 10,000 hours and/or 10 years of applied work experience.<sup>2</sup> Leadership is a discipline that has its own required competencies, and these competencies are best acquired through hands-on work experiences.

Leadership development happens throughout employees’ professional work lives. Traditionally, employees acquire a variety of experiences as work-related needs arise. These work experiences shape employees’ understanding of work operations and increase their confidence to effectively handle growing levels of complexity. When employees have demonstrated a high level of competence in a wide-array of challenging work functions and situations, they are moved into leadership positions. This experience-based approach to leadership development is effective; however, it can be improved through the implementation of a more structured and guided approach.

The goal of this Guide is to help make leadership development a directed path of actions instead of an unplanned series of events. Employees can and do gain the levels of experience needed to ascend into leadership roles; however, a more defined and guided process helps to ensure employees are fully prepared to promote in less time.

One of the most effective methods to accomplish leadership development is through **stretch assignments**. Stretch assignments are hands-on, competency-specific work experiences that serve as gateways to attaining the experience needed to close competency development gaps. Leading research describes several distinct characteristics that contribute to the effectiveness of stretch assignments. As described below, these characteristics should be incorporated into the leadership development plans for potential successors.

Effective stretch assignments include

- **challenging work that forces employees to learn by adjusting** (e.g., implementing major organizational change, working across organizational boundaries, influencing people, working with ambiguity, etc.), which can motivate employees by requiring them to demonstrate their ability in new ways. However, the assignment needs to reflect a balance of being challenging while not being too challenging, which can turn into a moment of defeat (e.g., too cognitively demanding; too many restrictions, barriers, or constraints to overcome; too much fear of failure in full view of peers).
- **quality work experiences that expand learning** by including unfamiliar work assignments that are multi-dimensional, have large scale and scope, and have major implications (i.e., high stakes).

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<sup>1</sup> McCall, M. W., Jr. (2010b)

<sup>2</sup> Ericsson, K. A., & Charness, N. (1994)

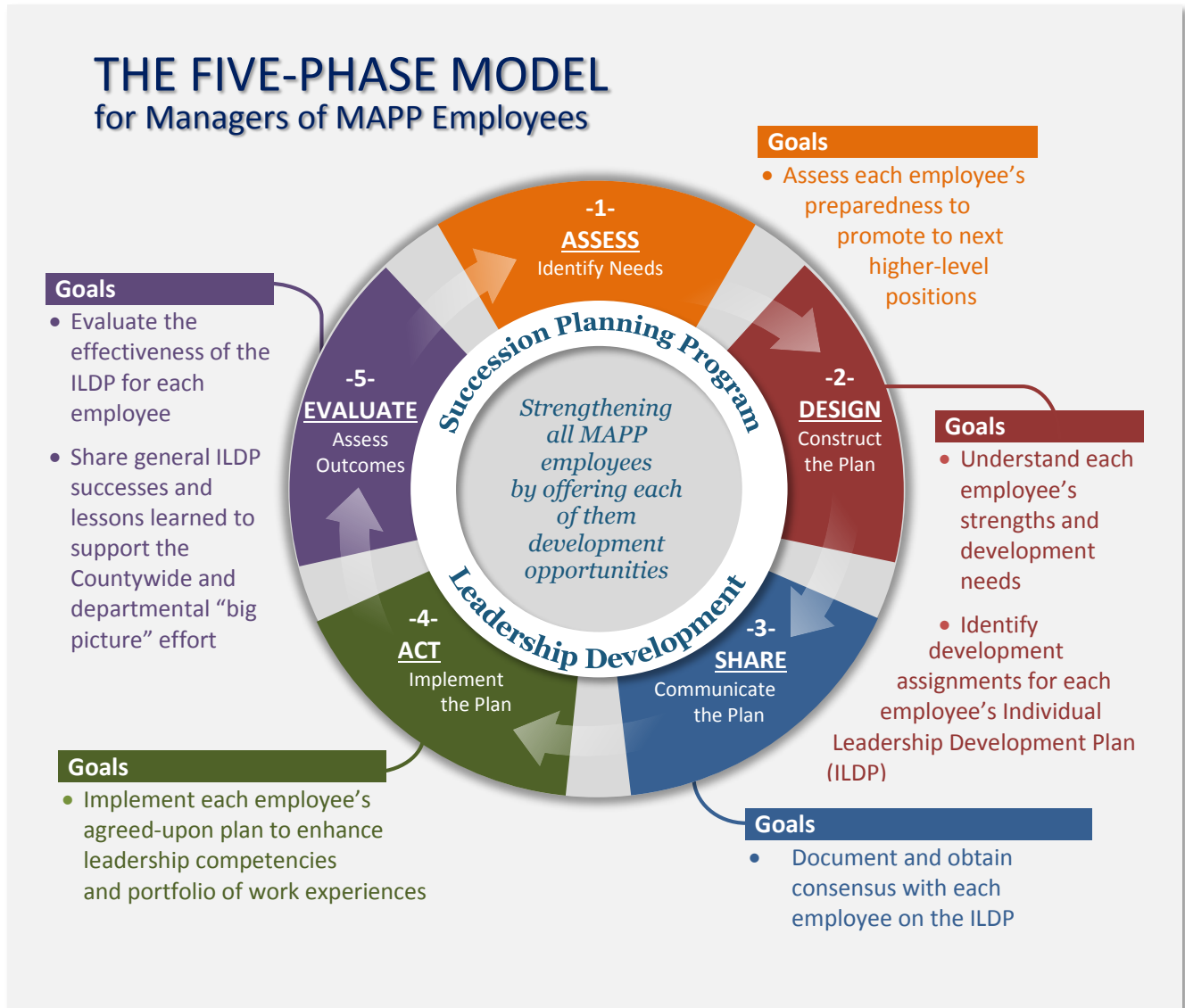


Effective stretch assignments include (*cont'd*)

- **multiple opportunities to perform the same or similar work within different contextual environments** (i.e., experiencing nuances of the specific work situations), which allows employees to practice, apply previous lessons learned, and reach a higher level of understanding and confidence.
- **active, timely, constructive feedback** provided by the manager to guide learning and reduce uncertainty about how to best accomplish the work.
- **employee self-reflection on the work experience** through a systematic review of behaviors and outcomes. Reflection or after-event reviews provide a means for employees to evaluate the work situation and then discuss it with their manager to receive guidance. These reviews help to ensure the appropriate lessons were understood, which can help maximize the learning potential from each work assignment.
- **consideration of the timing for giving the assignment.** Timing in this case represents a moment when employees are
  - in a *ready* learning state (e.g., willing, able, and in possession of the foundational knowledge to accomplish the challenge);
  - accepting of the challenge and willing to accomplish it;
  - carrying a regular workload that enables time to focus on accomplishing the stretch assignment; and
  - given support via resources and the manager's guidance to clear barriers to the successful accomplishment of the assignment.
- **the manager's promotion of a learning environment** by
  - involving employees in the stretch assignment and goal-setting decision-making process (i.e., creating a participative, mutually-agreeable process);
  - defining effective and well-communicated learning goals;
  - encouraging employees' to be willing and open to receive constructive feedback and receive support (e.g., motivating the employee to rise to new levels of accomplishment);
  - creating a supportive work environment that encourages success and positive movement forward while reducing employees' feelings of uncertainty, risk of being exposed (being "out there on their own"), and having to prove themselves again in a new environment; and
  - making employee development a cultural value and a strategic priority shown through daily work decisions and actions.
- **recognition that leadership development is long-term and requires commitment.** Leadership development is not an absolute, continuous linear process. There will be ups and downs with plateaus as employees' accomplishments accrue.
- **tracking of employees' growth across their entire career at the organization**, which involves building a portfolio of accomplished work experiences and maintaining a record of the employees' leadership competency development levels.

# Leadership Development Process

The Succession Planning Program operates with a Five-Phase Model (Model) for leadership development, which is adaptable for County-, department-, and manager-level implementations. Provided below is a summary of the Model from the manager-level implementation perspective. At this point in the implementation of the Model, you are at Phase 1 and are moving into Phase 2.



The following section provides detailed information for completing the Phases of this Model.

**Goal: Assess each employee's preparedness to promote to next higher-level positions**

1. Complete the *Leadership Evaluation*, which provides a structure for evaluating the MAPP employee according to defined leadership competencies needed for success in positions at the next higher-level throughout the County.

Note: MAPP employees have already been assessed through the *Leadership Evaluation*. For your reference, *Leadership Evaluation* screen shots are provided below.

The image displays two screenshots related to the Leadership Evaluation process. On the left is a screenshot of an Excel spreadsheet titled "Leadership Evaluation 2014 - 06.30.14 fin - Excel". The spreadsheet is divided into several sections: "BACKGROUND INFORMATION" with fields for Date, Rater Name, Employee No., Email Address, Department, Item No., Item Name, and Submission Type; and a table for "MAPP Employee" and "Direct Supervisor" with columns for Employee No. and a grid for competency ratings (rows 1-12). On the right is a screenshot of the "Leadership Evaluation Instructions" document, dated June 2014, which includes a tip: "Tip: Hold down CTRL and F1 to increase/decrease the screen size." The bottom of the Excel window shows a tab bar with five tabs: "1 - Background Information", "2 - Competency Ratings", "3 - Competency Rating Summary", "4 - Succession Potential Rating", and "5 - Three Bo...".

2. Reach out to the employee to determine whether he/she is interested in participating in a 1-on-1 succession planning/leadership development meeting with you. Although DHR has record of the participation selections each MAPP employee made in this regard during the 2014-15 *Leadership Evaluation* implementation, we recommend that you contact the employee to ascertain his/her current interest, which may differ from the previous participation selection.

**Proceed with Phases 2-5 for each employee who elects to participate in the succession planning/leadership development process**

**Goal: Understand the employee's strengths and development needs**

1. Review the *Leadership Evaluation* completed for the employee to obtain an understanding of his/her development needs. This review should be two-fold. First consider the employee's specific competency strengths and shortcomings. Then consider the overall placement of the employee within the *Leadership Evaluation* "Three-Box" categories. Appendix B provides general guidelines on the development approach to take with employees based on their Three-Box rating.
2. Meet with the employee to obtain a common understanding of the higher-level leadership competencies and any development gaps that exist. This shared understanding can be achieved by discussing the results of the *Leadership Evaluation*, *Leadership Self-Evaluation*, and other self-assessments taken. The conversation may reveal and provide opportunity to correct misperceptions about the employee's performance and/or potential. Example questions to address:
  - Are there any competencies on which the two sets of ratings (i.e., manager and employee) differ dramatically?
  - How can the responsibilities of the next higher-level position and the specific *Leadership Evaluation* ratings be communicated to the employee while also considering the employee's perspective?

Although the conversation should focus on identifying and addressing leadership development gaps, it is also important to discuss strengths the employee already possesses in relation to the higher-level position. This can highlight the fairness of the evaluation process and boost the employee's openness to constructive criticism about other competency areas.

After agreeing on the competencies to be developed, prioritize and narrow them down to a reasonable number on which to focus.

Appendix C provides sample questions for you to use when engaging your employee in development planning conversations.

**Goal: Identify development assignments for each employee's Individual Leadership Development Plan (ILDP)**

3. Consider potential assignments that will develop the targeted competencies.<sup>3</sup> These assignments should stimulate learning and “stretch” the employee beyond his/her current level of expertise. Effective development assignments incorporate one or more of the challenging characteristics described below.

**Characteristics of Effective Development Assignments**

***Unfamiliar Responsibilities***

managing new or different areas of work

***New Directions***

creating and managing strategic changes

***Inherited Problems***

fixing problems that previously existed

***Broad Scope***

managing work with multiple functions or services

***Large Scale***

managing work of great size (e.g., workload, locations, employees)

***High Stakes***

managing work with critical outcomes or high pressure/visibility

***Responsibility Without Authority***

influencing peers, higher-level management, and other stakeholders

MAPP employees have most likely already experienced projects and assignments that feature these characteristics. However, tackling assignments with these challenging characteristics *multiple times* will strengthen employees' ability to conquer those challenges and equip them to be better leaders. Additionally, keep in mind that a *challenging* assignment is not necessarily a *developmental* assignment. Employees could use existing strengths to successfully complete challenging projects. True leadership development assignments are challenging and stretch employees beyond their comfort zones.

<sup>3</sup> There may be instances in which a single stretch assignment could benefit multiple employees. If the assignment cannot accommodate all of the employees, consider which employee should be assigned the development opportunity based upon developmental need, interest, career goal, and/or perceived likelihood of achieving success.

**Goal: Identify development assignments for each employee's ILDP (cont'd)**

4. Brainstorm on the *specific* assignments to include in the ILDP. The following questions can help in this step:
- Which assignments have the most promise for learning?
  - What other stakeholders (e.g., managers of other divisions or departments) would need to be involved to make the stretch assignment happen?
  - Which assignments are most appropriate and feasible given current responsibilities?
  - How can the current position be modified to accommodate a challenging, higher-level stretch assignment (e.g., rotational or temporary assignments)?

Using this intentional approach, an employee who needs to develop negotiation, conflict management, and flexibility competencies could be given the following stretch assignment:

*Negotiate a new contract for a major new department program with an existing service provider that has been pushing for large price increases for existing services and keep costs within a 15% increase of current contract expenditures.*

Successful completion of this assignment requires a full-range of leadership competencies. However, you would *emphasize* to the employee the three competencies the goal is intended to develop. Note that stretch assignments can also fulfill MAPP stretch goal requirements.

Appendix D lists examples of development assignments. These examples may serve as inspiration to identify potential assignments.

PHASE 1	PHASE 2	PHASE 3: SHARE – Communicate the Plan	PHASE 4	PHASE 5
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**Goal: Document and obtain consensus with each employee on the ILDP**

1. Discuss the stretch assignments with the employee to obtain agreement. Be open to negotiate with the employee, as the employee must have a voice in the process to take ownership of his/her development.
2. Document the agreed-upon assignment in a formal ILDP. The plan should consist of the following major elements:
  1. A definition of the assignment in terms of what will be accomplished or attempted
  2. A specific timeframe for completing the assignment
  3. The development target or goal (e.g., the specific competency or challenging characteristic to experience)
  4. The resources available to the employee
  5. The proposed specific actions or strategies for accomplishing the assignment
  6. The feedback methods (e.g., progress meetings)

Appendix E provides a sample paper-format ILDP template. Appendix F provides information on using the County's *PerformanceNet* to document and manage ILDPs. However, note that completing forms is not the focus of succession planning or leadership development efforts. Your interactions with your employee drive the success of the succession planning leadership development effort.

**Goal: Implement the employee's agreed-upon plan to enhance the leadership competencies and portfolio of work experiences**

1. Provide support to the employee, which is a key element influencing the success of developmental experiences. As employees are engaged in implementing or executing development assignments, you can demonstrate support by
  - showing willingness to provide the resources to fulfill the assignment.
  - communicating confidence in the employee's ability to achieve the learning goal.
  - acknowledging and helping the employee manage any uncertainty associated with the assignment.
2. Provide feedback to the employee, which is another key element influencing the success of a developmental experience. Numerous types of feedback can be provided:
  - *Manager feedback.* Performance feedback from managers often focuses on whether employees successfully carry out their responsibilities. However, development assignments require feedback on *how* employees approach their development assignments. Work with employees to understand how they are carrying out their assignments and help them identify more effective practices and approaches. Conduct after-event reviews throughout various stages of the assignment to provide timely feedback and guidance.
  - *Other employees' feedback.* Individuals directly involved in or impacted by the development assignment (e.g., direct reports, committee co-chairs, other managers, etc.) can provide valuable feedback that helps to pinpoint specific areas to prepare employees for their future leadership roles. Additionally, the employee can consult with peers and colleagues who have met similar challenges to receive insight and guidance.
  - *Self-reflection.* Encourage employees to keep a written record (i.e., work journal) of new knowledge and insights gained, and how they may apply them to future experiences. Additionally, employees should compare the current challenge to past experiences, looking for parallels, contrasts, and new approaches. Help employees recognize that what worked in the past may not work at higher levels. These reflections can occur at various increments and/or pivotal points in the assignment timeline.



**Goal: Evaluate the effectiveness of the ILDP**

1. Assess outcomes to determine whether the employee developed the target leadership competencies and strengthened the leadership pipeline by achieving the developmental goal. If you determine that the employee has not successfully developed the targeted leadership competencies, the development assignment can be revisited and the ILDP modified.

The progression of an employee's development should be noted in the ILDP document and/or the County's *PerformanceNet*. In addition, communicate directly with the employee about his/her development progress at multiple times throughout the year. This continual feedback will help the employee to be aware of his/her progress.

**Goal: Share general ILDP successes and lessons learned to support the Countywide and departmental "big picture" effort**

2. Participate in DHR's periodic surveys to provide your feedback on the ILDPs you have implemented with your MAPP employees.
3. Contribute your feedback on the department-level leadership development program to your department's executive and administrative stakeholders.

# Conclusion

Succession planning and leadership development are ongoing Countywide commitments. They provide valuable insight into the County's "bench strength" and leadership pipelines. Managers play a critical role in these processes by endeavoring to help potential successors prepare for future leadership roles. However, it is ultimately up to MAPP employees to perform well in their jobs while simultaneously equipping themselves to meet the challenges of higher-level positions. You can help them by

- fostering a work environment that promotes learning,
- increasing opportunities for development assignments,
- nurturing an organizational culture that values feedback,
- using learning goals to measure progress,
- encouraging experimentation and learning from failure, and
- providing ongoing support.

Additionally, the succession planning and leadership development process should seek to not only prepare leaders for the future, but also reward them today as part of a bigger drive for retention. Your genuine efforts to recognize your employees for their development successes will also help to retain them and preserve the County's leadership bench strength.

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Marc holds an M.S. in Industrial/Organizational Psychology and professional certificates in Human Resources Management, Project Management, Technical Writing, and Business Management. He has over 16 years of experience in public, private, and consulting organizations. His areas of practice include succession and workforce planning, selection research and test development, organizational surveys, recruitment, training, compensation administration, and other human resources activities. He has presented at regional and international conferences and has been published in professional journals.

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**David Miller, Human Resources Analyst IV**

David holds an M.S. in Industrial/Organizational Psychology and has 6 years of public-sector experience involving succession and workforce planning, recruitment, selection, classification, compensation, training, data analysis, and agency-wide research. He has presented at a regional conference and has been published in professional journals.

# Leadership Competencies

## Fundamental Competencies

- A. **Flexibility** – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.
- B. **Resilience** – Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.
- C. **Continual Learning** – Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.
- D. **Integrity/Honesty** – Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility and commitment to public service.
- E. **Oral Communication** – Makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.
- F. **Written Communication** – Expresses facts and ideas in writing in a clear, convincing and organized manner.
- G. **Interpersonal Skills** – Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

## Leading and Managing Change

- H. **Creativity/Innovation** – Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.
- I. **Vision** – Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.
- J. **External Awareness** – Identifies and keeps up to date on key national and international policies and economic, political, and social trends that affect the organization. Understands near-term and long-range plans and determines how best to be positioned to achieve a competitive business advantage in a global economy.
- K. **Strategic Thinking** – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.

## Leading and Managing People

- L. Cultural Awareness** – Initiates and manages cultural change within the organization to impact organizational effectiveness. Values cultural diversity and other individual differences in the workforce. Ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.
- M. Conflict Management** – Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.
- N. Team Building** – Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.
- O. Service Motivation** – Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplishment.

## Focusing on Outcomes

- P. Decisiveness** – Exercises good judgment by making sound and well informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.
- Q. Customer Service** – Balancing interests of a variety of clients, readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients; achieves quality end products; is committed to continuous improvement of services.
- R. Entrepreneurship** – Identifies opportunities to develop and market new products and services within or outside of the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
- S. Technical Credibility** – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.
- T. Problem Solving** – Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

- U. Accountability** – Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes.

## Managing Operations

- V. Human Resources Management** – Assesses current and future staffing needs based on organizational goals and budget realities. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised, and rewarded; takes corrective action.
- W. Financial Management** – Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost-benefit thinking to set priorities; monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting.
- X. Technology Management** – Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Develops strategies using new technology to enhance decision-making. Understands the impact of technological changes on the organization.

## Building Relationships

- Y. Influencing/Negotiating** – Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates "win-win" situations.
- Z. Partnering** – Develops networks and builds alliances, engages in cross-functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.
- AA. Political Savvy** – Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality; recognizes the impact of alternative courses of action.

## Development Approaches Based on Leadership Evaluation “Three-Box” Categories

	Employee Definition	Development Approach/Actions
PREPARED TO ADVANCE	<ul style="list-style-type: none"> <li>• <b>Most suited</b> for higher-level positions.</li> <li>• Need specific development to enhance and maintain their capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Challenging stretch assignments reflecting the <b>more complex</b> work of the higher-level position.</li> <li>• Work will be supervised, guided, and these employees are <b>fully accountable</b>, but they do not have the ultimate ownership of the outcome.</li> </ul>
DEVELOPMENT NEEDED	<ul style="list-style-type: none"> <li>• <b>Solid performers</b></li> <li>• <b>May</b> have potential to advance, but they need an opportunity to demonstrate their real potential.</li> <li>• <b>Need a fair amount</b> of specific development to enhance their capabilities to become suitable for higher-level positions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Less complex</b> stretch assignments that allow these employees to perform the <b>more routine</b> work of the higher-level position.</li> <li>• Stretch assignments will be supervised, guided, and these employees do <b>not</b> have the ultimate ownership of the outcome.</li> <li>• Assign the <b>most</b> challenging work of their current position to develop <b>full mastery</b>.</li> </ul>
SUBSTANTIAL DEVELOPMENT NEEDED	<p>These employees most likely require development to effectively perform in their current positions.</p> <p>Note: Employees will need to demonstrate stronger performance at their current position before they are given stretch assignments.</p>	<ul style="list-style-type: none"> <li>• Development activities are related to enhancing these employees’ abilities to prove themselves in their current positions.</li> <li>• After these employees’ performance improves, reassess the Three-Box leadership potential rating and implement the appropriate development activities.</li> </ul>



# Conducting Development Conversations

Development planning is a shared responsibility between you and your employee that is driven through open *discussion*. Provided below are example questions to spark meaningful dialogue in this regard.

Conversation Topic and Objective	Example Questions To Ask
<b>Employee's Career Perspective</b> <i>Understand your employee's short and long-term career goals and expectations</i>	<ul style="list-style-type: none"> <li>• What are your career and professional development goals?</li> <li>• What are your short- and long-term career expectations?</li> <li>• What is important to you in terms of work?</li> <li>• How are you defining "success"?</li> <li>• What do you enjoy most and least about your current role?</li> </ul>
<b>Organizational Context for Development</b> <i>Ensure your employee understands any organizational environment changes that could influence development planning (e.g., reorganization)</i>	<i>[After discussing the organizational environment changes]</i> <ul style="list-style-type: none"> <li>• How do you think this may impact you?</li> <li>• Do you have any questions about the direction of the organization?</li> <li>• Is there anything about the organization I have not discussed that you feel has bearing on your development?</li> </ul>
<b>Strengths to Leverage</b> <i>Emphasize the importance of leveraging strengths in development planning and obtain agreement on your employee's strengths to leverage</i>	<ul style="list-style-type: none"> <li>• In what ways do you think you have contributed to the goals, strategy, and objectives of our team? Department? Organization?</li> <li>• What are some examples of your greatest success?</li> <li>• Which strengths would you like to further leverage to enable your readiness for advancement?</li> </ul>
<b>Development Needs</b> <i>Understand your employee's perspective and reach consensus on the target competencies to develop</i>	<ul style="list-style-type: none"> <li>• Where do you see growth opportunities for yourself?</li> <li>• In what specific areas do you perceive that you... <ul style="list-style-type: none"> <li>– have development needs?</li> <li>– would benefit from new knowledge?</li> <li>– need exposure to different functions?</li> <li>– need to modify individual professional behaviors?</li> </ul> </li> </ul>
<b>Development Assignments</b> <i>Identify and reach consensus on the assignments that could develop the target competencies</i>	<ul style="list-style-type: none"> <li>• Considering both strengths and development needs, what assignments do you think should be in your development plan?</li> <li>• What work experiences will help you develop?</li> <li>• What resources will you need?</li> <li>• What barriers to development might occur?</li> </ul>
<b>Development Relationships</b> <i>Identify opportunities for your employee to work with individuals who are strong in a particular competency</i>	<ul style="list-style-type: none"> <li>• From whom might you learn new skills and acquire knowledge?</li> <li>• With whom would you like to collaborate on a project?</li> </ul>

## Sample Development Assignments

1. Conduct a feasibility study (e.g., conduct a study on enhancing current services or investigate the possibility of outsourcing a function or service)
2. Develop an efficiency initiative (e.g., redesign a work process, identify a new technology, evaluate a policy, etc.)
3. Develop a new, complex training program
4. Lead the preliminary development of the department's strategic plan
5. Establish or maintain a functional work-group that spans across departments (e.g., develop or maintain a quality assurance program)
6. Take responsibility for a failing/faltering project
7. Take on the responsibility for developing a group of high potential employees
8. Establish an inter-agency consortium to solve a common problem
9. Add a work responsibility that is "falling through the cracks" in a work group or pick up a neglected but needed work function
10. Handle the press or external political entity
11. Develop a budget proposal
12. Conduct a system-based review of all policies or procedures related to a major work function
13. Manage a department-wide customer service improvement initiative
14. Lead a high-profile, publicly visible project that requires working with multiple external organizations
15. Write high-profile reports covering sensitive or complex information/work situations
16. Implement a new IT system
17. Mediate a dispute between organizational units
18. Evaluate a new law's impact on a major departmental function
19. Redesign a major departmental function
20. Manage an annual organizational event
21. Establish a new satellite office
22. Develop and negotiate a new service contract
23. Develop a forecasting model to predict an outcome of interest
24. Represent the organization during an audit
25. Take on any responsibility of the higher-level MAPP position

# Individual Leadership Development Plan (ILDP)

County of Los Angeles • Succession Planning Program

MAPP Employee Name, Title \_\_\_\_\_

Supervisor Name, Title \_\_\_\_\_

Department Name \_\_\_\_\_

Period Covered \_\_\_\_\_

No.	Developmental/Stretch Assignment	Target Competencies to Develop	Competency Strengths to Leverage
1	2	3	4
	Major Sub-Activity*	Feedback Method(s)	Completion Date
	A.		
	B.		
	C.		
	D.	5	6
	E.		7
	F.		
	G.		
Resources Needed	8		

MAPP Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

## Instructions for Using the Template:

**1** – Describe the duration of the ILDP (e.g., 3-12 months) **2** – Define the assignment in terms of what will be accomplished or attempted **3** – List the target competencies to develop **4** – List the strengths the employee can leverage in completing the assignment **5** – Outline the major sub-activities to complete the overall assignment, which can serve as milestones for the employee **6** – List the methods that will be used to provide feedback **7** – List the proposed completion dates for each sub-activity **8** – Describe or list the resources needed and/or available to complete the assignment

**- A sample completed ILDP is provided on the next page -**

\* There may be additional sub-activities NOT listed on the ILDP that are necessary for the successful completion of the development/stretch assignment. Only those sub-activities that directly relate to development of the target competencies are listed. The employee must engage in all activities necessary to successfully complete the development/stretch assignment.

# Individual Leadership Development Plan (ILDLP)

County of Los Angeles • Succession Planning Program

**Alison Jones, Assistant Manager**

MAPP Employee Name, Title

Department Name **Special Services Department**

**Adrian Gutierrez, Deputy**

Supervisor Name, Title

Period Covered **September 14, 2015 – December 15, 2015**

No.	Developmental/Stretch Assignment	Target Competencies to Develop	Competency Strengths to Leverage
1	Lead a team to develop a comprehensive proposal to augment the existing training program to include value-added training skill sets that would enable employees to meet the needs of the changing public service environment	<b>Creativity/Innovation</b> <b>Strategic Thinking</b> <b>HR Management</b> <b>Team Building</b>	Decisiveness Problem Solving Partnering
	<b>Major Sub-Activity*</b>	<b>Feedback Method(s)</b>	<b>Completion Date</b>
	1. Lead a project team to create and implement a project plan	Weekly development meetings	10/8/15
	2. Evaluate the current training program, including course topics, curricula, student evaluations and test scores, manager feedback, etc.	Weekly development meetings	10/15/15
	3. Determine needed skill sets and understand changing public service needs (e.g., internal/external surveys, focus groups, other research)	Weekly development meetings	10/23/15
	4. Conduct a benchmarking study of training programs in other departments and public agencies	Weekly development meetings	11/24/15
	5. Develop an employee training plan (e.g., topics, delivery method, how training is provided, cost, timeline) to equip the department to meet changing needs of the public	Weekly development meetings	11/30/15
	6. Develop and present a 20-page proposal to the department executives	Department executive feedback	12/15/15
<b>Resources Needed</b>		Timely and appropriate input from the Training Manager; surveying system or resources	

MAPP Employee Signature

Date

Supervisor Signature

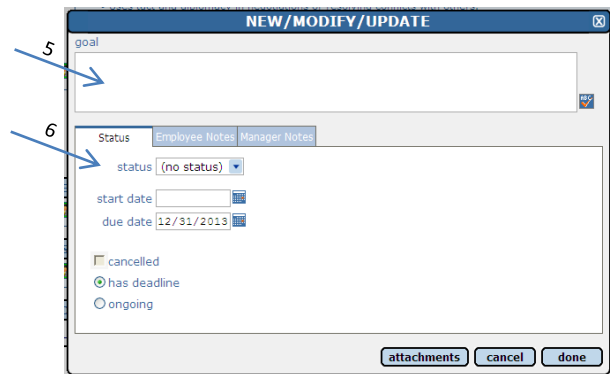
Date

\* There may be additional sub-activities NOT listed on the ILDP that are necessary for the successful completion of the development/stretch assignment. Only those sub-activities that directly relate to development of the target competencies are listed. The employee must engage in all activities necessary to successfully complete the development/stretch assignment.

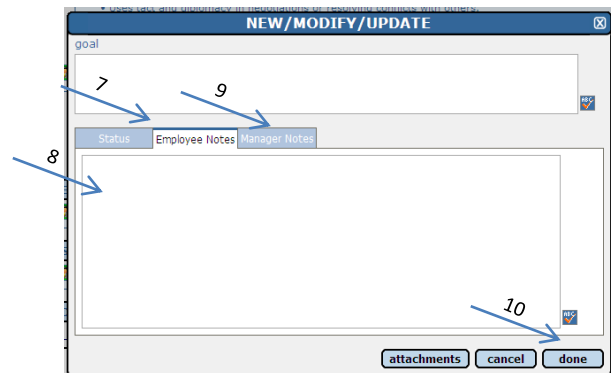
## Using *PerformanceNet* to Document Leadership Development Goals

1. After logging in to *PerformanceNet*, click on the **Goals/Work Plan** section.
2. Click on **Developmental Goals (Not Rated)**, which is the last section at the bottom of the screen.
3. Click on **Click Here to Add New Goals**
4. Click on **Add A Goal**

5. Enter the goal in the **Goal** section of the screen that opens
  - a. Define the assignment in terms of what will be accomplished or attempted
6. In the **Status** tab, select the status of the goal and enter the start and due dates



7. Click on the **Employee Notes** tab
8. Enter the following information on the goal:
  - a. The development target or goal (e.g., the specific competency or challenging characteristic to experience)
  - b. The resources available
  - c. The proposed specific actions or strategies for accomplishing the assignment
  - d. The feedback methods (e.g., progress meetings)



9. Click on the **Manager Notes** tab to view any notes from the manager

10. Click **Done**

11. Click **Save**

For additional information on using *PerformanceNet* to manage development goals, please refer to the "Performance Net Basics - For MAPP Participants" online training course on the LearningNet



**Department of Human Resources**  
County of Los Angeles

