

# Infrastructure – Tier 1

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**Tier 1**

**ACTION PLAN**

Focus Area: **Infrastructure**

2025 Theme V

Project Name: **Leadership Development and Training**

Creation/Revision Date: **Aug-11**

Project Start Time: **Jul-09**

Team members: **Unit leaders**

Anticipated Completion:

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Update org chart	Business office	Staff, time		Department heads, unit leaders, department members	fall 2012		
Develop and implement process/guidelines for identifying leaders within units to serve as leaders	Unit leaders	Staff, time, cross-training	Staff interest and willingness to serve; understanding of procedures	Department head, unit leaders, department members	Jul-09	Ongoing	
Develop and provide training for identified leaders	Unit leaders	Time, possible funding		Department members	Jan-12	Ongoing	
Evaluate workload to identify tasks and responsibilities that could be delegated to others	Unit leaders	Appropriate tasks, secondary leaders, staff time, cross training	Willingness to assign and accept tasks, staff time	Unit leaders, secondary leaders	Jul-09	Ongoing	
Develop mentoring program for leaders	Leaders, unit leaders	Staff, time, traing		Dept. members	Spring 2012		
Develop system for on-boarding new staff/faculty	Unit leaders, dept members	Time	Willingness to assist with other units, staff time	Dept. members	Jan-12	Ongoing	