



# Leadership Assimilation

Date: \_\_\_\_\_

# Name

- Joined
- Responsibilities at XXX Company Include
- Prior to Joining Company
- Academic Expertise
- Education

# Suggestion to XXX Individual Development Plan (IDP)

- Objectives:
- Key Focus Area:

# Development Objectives & Key Initiatives

## Key Initiatives

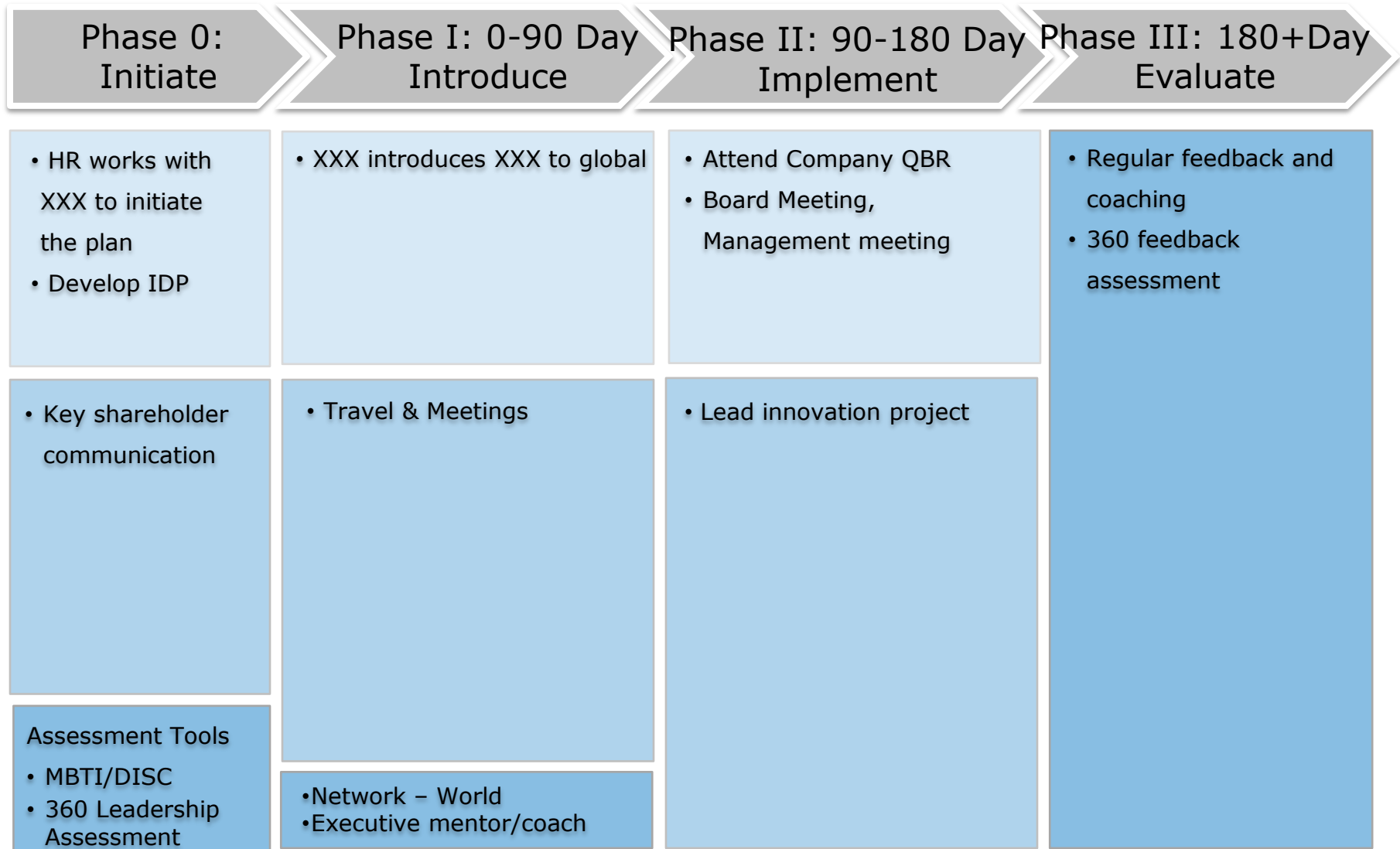
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Build Relationship  
With Key  
Stakeholders

Understand  
In-depth Company  
& Business Culture

Develop  
Leadership  
Visibility

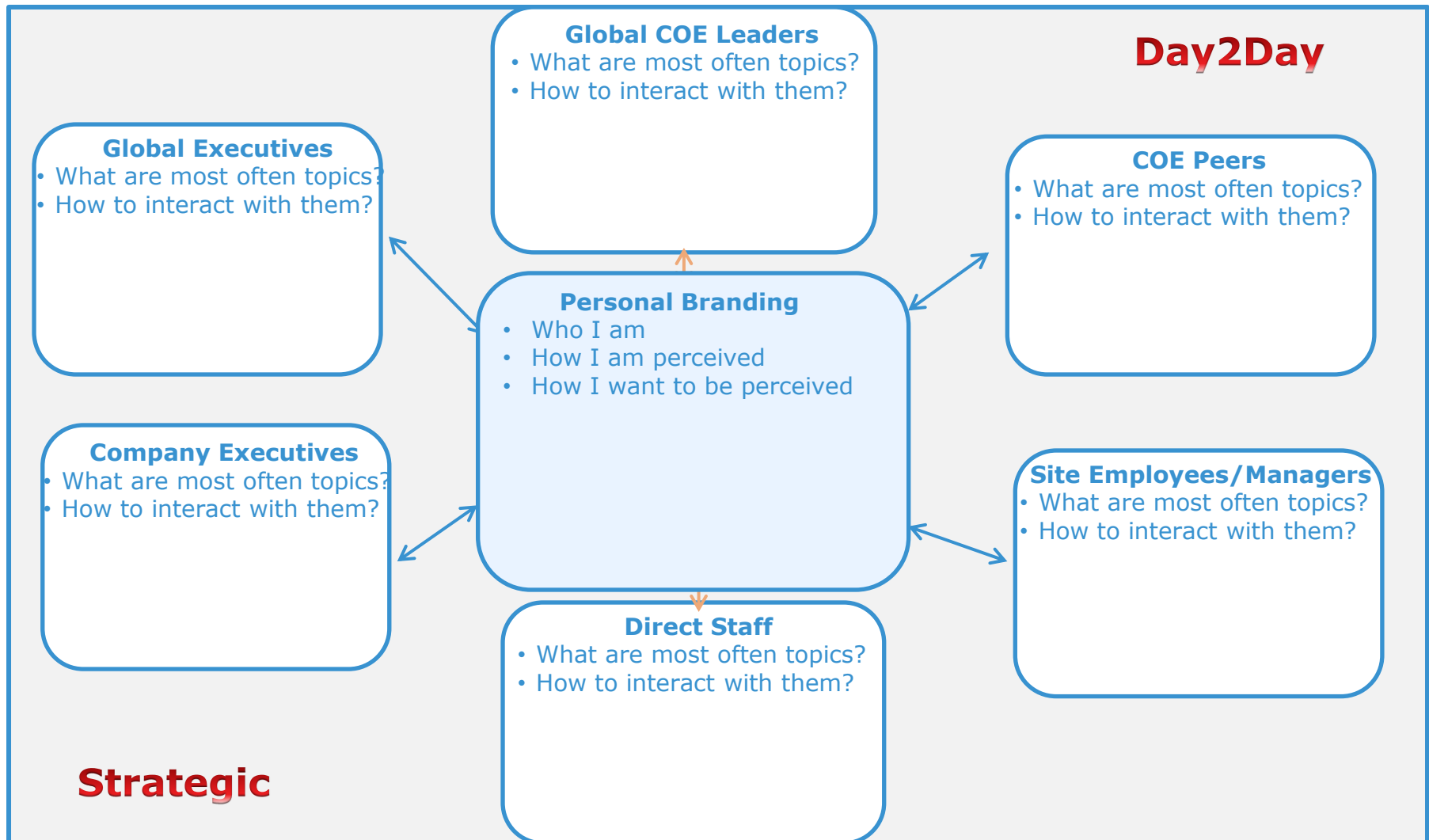
# Program Timeline



# Program Tracking

Phase	Activities	Sam	Sandy	Lucy	Timeline	Status
Phase 0	Initiate the plan				May 14 <sup>th</sup>	
	Review and discuss the plan among				May 17 <sup>th</sup>	
	Share the plan with				May 24 <sup>th</sup>	
	Leadership assessment & IDP				Mid June	
Phase I	Attend				May 6 <sup>th</sup> ~9 <sup>th</sup>	Done
	Introduce to staff meeting				June	
					June	
	Announce XXX taking over key initiative				June	
Phase II						
Phase III						

# Manage Key Shareholders Expectation



# Key Shareholder Relationship Assessment

Category	Names	Impact	Close (Y/N)	Positive (Y/N)