***Action Plan***

*Title:* **Leadership Training**

*Result:***Present key information to Enterprise Leader for general/specific training.**

*Materials Needed:***Internet**

*Position with Overall Accountability:***Enterprise Leader/General Manager**

*Reporting Positions:***Business Development Manager**

*Staff Positions:***Enterprise Leader, Business Development Manager**

**# Benchmark Accountability Time Required**

**1. Key topic for research requested Ent Leader/Gen Mngr 5min**

**2. Key topic researched, KTB created Business Dev Mngr 2hr**

**3. KTB is reviewed, deeper review as needed Ent Leader/Gen Mngr 20min**

**4. Top points from KTB commented on and Ent Leader/Gen Mngr 10min**

**sent to Bus Dev Mngr**

**5. Meeting agenda created based on comments Business Dev Mngr 10min**

**6. Meeting face to face, phone or skype Ent Leader/Gen Mngr 30min**

**Business Dev Mngr**

**Standards**

**1.**

**2.**

**3.**