

Leadership Development Consulting Scope of Work Document

1. Project Overview

This document outlines the scope of work for leadership development consulting services, designed to build leadership capabilities and drive organizational effectiveness at [Client Name].

2. Objectives

- Assess current leadership strengths and development opportunities.
- Design and deliver a customized leadership development program.
- Enhance leadership skills aligned with organizational goals.
- Support the transfer of learning into day-to-day practices.

3. Scope of Services

- Stakeholder interviews and needs analysis
- Development of a tailored leadership competency framework
- Design and facilitation of workshops and training sessions
- Individual coaching sessions for selected leaders
- Evaluation of program impact and recommendations

4. Deliverables

- Assessment report and development needs summary
- Customized training materials and program agenda
- Summary report of coaching outcomes
- Final impact evaluation and recommendations document

5. Timeline

- Project Kickoff: [Date]
- Needs Assessment: [Date]
- Program Design: [Date]
- Program Delivery: [Date]
- Final Reporting: [Date]

6. Roles and Responsibilities

- **Consultant:** Responsible for project management, facilitation, coaching, and delivery of all agreed deliverables.
- **Client:** Provides access to stakeholders, schedules, and feedback throughout the engagement.

7. Acceptance Criteria

- All deliverables are submitted on time and approved by the client.
- Workshops and coaching sessions receive positive evaluation from participants.
- Final report includes actionable recommendations.

8. Terms and Conditions

All services will be provided as outlined above. Changes to the scope, timeline, or deliverables will require written agreement from both parties.

9. Approval

Consultant: _____ Date: _____

Client: _____ Date: _____