



# BurnBright Advisory

burnbrightadvisory.com

## Mini Workshop

# Leadership Succession Planner

## Facilitator Guide

*Facilitator-only reference and delivery guide*

|                |                      |
|----------------|----------------------|
| Date           | 14 June 2026         |
| Workshop       | Mini Workshop Series |
| Prepared By    | BurnBright Advisory  |
| Classification | Confidential         |



## Workshop Overview

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This guide contains everything you need to facilitate the Leadership Succession Planner Mini Workshop with confidence. Read it in full before the session.

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| <b>Topic</b>        | Leadership Succession Planner                                      |
| <b>Duration</b>     | 90 minutes                                                         |
| <b>Participants</b> | Up to 20                                                           |
| <b>Format</b>       | Workshop — facilitated discussion, reflection, and action planning |
| <b>Materials</b>    | Participant Workbook, Presentation Slides, Reflection Journal      |

## Learning Outcomes

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By the end of this workshop, participants will be able to:

- + Articulate why Leadership Succession Planner matters to their leadership practice
- + Identify at least two personal development priorities related to Leadership Succession Planner
- + Apply at least one practical tool or framework from the session immediately
- + Create a personal action plan with specific, time-bound commitments
- + Engage in structured peer reflection to deepen learning

## Session Timeline

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| Time      | Activity                      | Facilitator Notes                                                                                                                           |
|-----------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 0-5 min   | <b>Welcome</b>                | Welcome participants. Introduce the BurnBright framework and the purpose of this workshop. Ask a brief opening question.                    |
| 5-20 min  | <b>Opening Discussion</b>     | Facilitate an open discussion on the topic. Use Slide 2-3. Ask: 'What does Leadership Succession Planner mean to you in your current role?' |
| 20-40 min | <b>Framework Presentation</b> | Present the core framework using Slides 4-7. Pause after each section for questions. Keep energy interactive.                               |
| 40-55 min | <b>Reflection Activity</b>    | Direct participants to the Workbook. Allow 10 minutes individual reflection, then 5 minutes pair sharing.                                   |
| 55-70 min | <b>Group Debrief</b>          | Facilitate whole-group sharing. Record key themes on a whiteboard or shared document. Validate and build on responses.                      |
| 70-82 min | <b>Action Planning</b>        | Participants complete their Action Plan. Facilitate brief sharing of commitments to create accountability.                                  |
| 82-90 min | <b>Close and Commitments</b>  | Use the closing slide. Ask each participant to share one commitment. Thank participants and explain follow-up                               |



| Time | Activity | Facilitator Notes |
|------|----------|-------------------|
|      |          | process.          |



## Facilitation Tips

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### Open the room early

Arrive 15 minutes before the session. Ensure the presentation is loaded, workbooks are distributed, and the room is arranged for interaction.

### Set psychological safety

Open with a clear statement that all contributions are valued. Model vulnerability by sharing a brief personal reflection on the topic.

### Manage energy

Watch for energy dips around the 40-minute mark. Use a brief movement break, pair activity, or change of pace to re-engage the room.

### Handle quiet participants

Use structured turn-taking (round-robin) for key reflection questions to ensure all voices are heard, not just the most confident.

### Manage dominant voices

Use the phrase 'That's a great perspective — who else has a different experience?' to create space for other viewpoints.

### Stay on time

Use a visible timer. If discussion extends, defer additional questions to the AI Prompt Pack for post-session reflection.

### Capture key insights

Photograph any whiteboard content. Share a summary with participants within 24 hours to reinforce learning.

## Discussion Questions by Phase

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### Opening (Minutes 0-20)

- . What does Leadership Succession Planner mean to you in practice?
- . Where do you see Leadership Succession Planner most clearly reflected in your leadership right now?
- . What would change in your organisation if Leadership Succession Planner were significantly stronger?



### **Exploration (Minutes 20-55)**

- . What surprised you most in the framework presentation?
- . Which element of Leadership Succession Planner do you find most challenging to sustain under pressure?
- . Where does your organisation's culture make Leadership Succession Planner harder or easier?

### **Closing (Minutes 55-90)**

- . What is the one insight from today that will most change how you lead?
- . What specific commitment can you make before the next 30 days?
- . Who can hold you accountable to that commitment?

## **Post-Workshop Checklist**

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- + Send the Manager Follow-Up Guide to all participants' managers within 24 hours
- + Share the AI Prompt Pack with participants for ongoing development
- + Distribute the Reflection Journal for weekly use
- + Schedule a 30-minute check-in with the group 4 weeks post-workshop
- + Collect completion data from Manager Follow-Up Guides at the 4-week mark