



BurnBright Advisory

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Mini Workshop

Leadership Capacity 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

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

Topic	Leadership Capacity Planner
Duration	90 minutes
Participants	Up to 20
Format	Workshop — facilitated discussion, reflection, and action planning
Materials	Participant Workbook, Presentation Slides, Reflection Journal

Learning Outcomes

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

- + Articulate why Leadership Capacity Planner matters to their leadership practice
- + Identify at least two personal development priorities related to Leadership Capacity 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

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



Time	Activity	Facilitator Notes
		process.



Facilitation Tips

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

Opening (Minutes 0-20)

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

Exploration (Minutes 20-55)



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

- + 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