



BurnBright Advisory

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Mini Workshop

Leadership Capacity Planner

Manager Follow-Up Guide

Supporting your team member's development

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Workshop	Mini Workshop Series
Prepared By	BurnBright Advisory
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How to Use This Guide

Your team member recently attended the BurnBright Mini Workshop on Leadership Capacity Planner. This guide helps you have effective development conversations that sustain and amplify their learning.

Your Role as Manager

You are the single most important factor in whether workshop learning translates into sustained behaviour change.

Your job is not to re-teach the content — it is to create the conditions for practice, reflection, and accountability.

Three things matter most: asking great questions, creating safe space, and following through consistently.

Recommended Conversation Schedule

When	Format	Focus
Within 48 hours	Informal check-in (10 min)	Ask what they found most useful and what they committed to in the workshop.
1 week	1:1 meeting (15 min)	Review their Action Plan together. Ask what steps they have already taken.
30 days	Structured review (20 min)	Assess progress on 30-day actions. Discuss barriers and provide specific support.
60 days	Development conversation (30 min)	Review overall progress and adjust the plan if needed. Recognise growth.
90 days	Formal review (30 min)	Complete the 90-day review together. Plan the next development priority.



Coaching Conversation Questions

Use these questions across your follow-up conversations. Choose 2-3 per session rather than working through all of them.

Opening Questions

- . What was the most important thing you learned or decided in the Leadership Capacity Planner workshop?
- . What is the one commitment you made in the workshop — and have you started yet?
- . What would help you most from me as you develop in this area?

Development Questions

- . Where have you noticed Leadership Capacity Planner showing up more strongly in your work since the workshop?
- . What is the biggest barrier you are encountering as you develop Leadership Capacity Planner?
- . What specific support do you need from me, the team, or the organisation?
- . What would need to change in how we work together for you to develop this more effectively?

Progress and Accountability Questions

- . Looking at your Action Plan — what are you most proud of completing?
- . What have you not started yet — and what needs to change for that to happen?
- . If you rated your Leadership Capacity Planner development now versus when you started, what would be different?
- . What is your commitment for the next 30 days?

Challenging Questions (Use When Appropriate)

- . I notice you have not started [specific action]. What is honestly getting in the way?
- . What would a leader who fully embeds Leadership Capacity Planner do differently from what you are doing now?
- . What would you tell a team member who was making the same excuses you are making right now?



Supporting Their Development

What Helps

- + Asking about their Reflection Journal entries in your 1:1 meetings
- + Noticing and naming when you observe Leadership Capacity Planner in their behaviour
- + Sharing your own development journey in Leadership Capacity Planner to model vulnerability
- + Creating opportunities for them to practice Leadership Capacity Planner in real work situations
- + Removing organisational barriers that make Leadership Capacity Planner development harder

What Hinders

- . Asking about the workshop once and never returning to it
- . Treating Leadership Capacity Planner development as a "nice to have" rather than a performance priority
- . Not protecting time for reflection, learning, or development conversations
- . Undermining development by modelling the opposite of Leadership Capacity Planner yourself
- . Making commitments in the review conversation and not following through

90-Day Completion Checklist

- + Initial check-in completed within 48 hours of workshop
- + Action Plan reviewed at Week 1 meeting
- + 30-day review completed on schedule
- + 60-day development conversation held
- + 90-day formal review completed with sign-off
- + Next development priority agreed and documented

Manager notes from development conversations: