



BurnBright Advisory

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Mini Workshop

Leadership Capacity Planner

Participant Workbook

Your personal learning and reflection workbook

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Workshop	Mini Workshop Series
Prepared By	BurnBright Advisory
Classification	Confidential



Welcome to This Workshop

This workbook is your personal companion for the Leadership Capacity Planner Mini Workshop. Use it to capture insights, complete activities, and build your development plan.

The quality of your development is determined by the quality of your reflection. Use this workbook to think deeply, not just to take notes.

How to Use This Workbook

Complete each activity as directed during the workshop.
There are no right or wrong answers — this is your personal reflection space.
Your responses are private unless you choose to share them.
Return to this workbook after the session to deepen your thinking.



Part 1 — Where I Am Now

Before we explore the framework, take 3 minutes to reflect honestly on your current experience.

What does Leadership Capacity Planner currently look like in my leadership practice?

Where is Leadership Capacity Planner strongest in my work right now?

Where does Leadership Capacity Planner feel most difficult or underdeveloped?

Self-Rating

Rate yourself honestly across the following dimensions (1 = needs significant development, 10 = exceptional):

Dimension	Now (1-10)	Target (1-10)
Overall Leadership Capacity Planner capability		
Consistency of practice		
Impact on my team		
Impact on my organisation		
Personal sustainability		



Part 2 — Framework Exploration

Use this section to capture key insights from the presentation and discussion.

The most important idea from the framework for my leadership:

A specific example from my own experience that connects to this framework:

A question this framework raises for me that I want to explore further:

Something I want to discuss with a colleague or manager after this workshop:



Part 3 — Reflection Activity

Take 10 minutes to work through these questions individually. Be specific and honest.

The single biggest insight from today's session that applies to my leadership right now:

If I improved my Leadership Capacity Planner by 20% over the next 90 days, what would be different?

What is currently preventing me from developing Leadership Capacity Planner further?

What support do I need from my manager, team, or organisation?



Part 4 — Peer Reflection

Share your responses with a partner. Use the questions below to guide your conversation.

Pair Sharing Questions

1. What is the most important thing you wrote in Part 3 — and why?
2. What would change in your leadership if you acted on your biggest insight?
3. What commitment can you make right now — and how can you hold each other accountable?

Key insight from my partner that I want to remember:



Part 5 — My Commitment

Complete your commitment before leaving the workshop. Be specific, realistic, and time-bound.

My one commitment for the next 30 days:

How I will measure whether I have followed through:

Who will I share this commitment with to create accountability?

My Leadership Capacity Planner Commitment

I commit to:

Signed: _____ Date: _____