



BurnBright Advisory

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Mini Workshop

Leadership Capacity Planner

Resource Sheet

Key resources, frameworks, and tools

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Workshop	Mini Workshop Series
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Key Framework Summary

This sheet summarises the core Leadership Capacity Planner framework and provides practical tools for immediate application.

The Core Principle

Leadership Capacity Planner is not a one-time event or a personality trait — it is a dynamic, developable leadership capability that is built through deliberate practice, structured reflection, and continuous learning.

The Leadership Capacity Planner Development Model

Stage	What It Involves
Awareness	Understanding your current Leadership Capacity Planner capability honestly — strengths, gaps, and the impact on your leadership.
Assessment	Using the BurnBright diagnostic to generate an evidence-based baseline score across all relevant dimensions.
Development	Building capability through deliberate practice, AI coaching, structured reflection, and peer learning.
Accountability	Using the Action Plan, Reflection Journal, and manager conversations to maintain consistent progress.
Integration	Embedding Leadership Capacity Planner practices into your daily leadership routine until they become automatic.
Mastery	Modelling Leadership Capacity Planner for others, mentoring, and building it as a team and organisational capability.



Quick-Reference Tools

Daily Habit Checklist

- + Complete a 5-minute Leadership Capacity Planner reflection (use your Reflection Journal)
- + Use one AI prompt from your Prompt Pack
- + Notice one moment where Leadership Capacity Planner influenced your leadership decisions
- + Acknowledge one area where Leadership Capacity Planner needs deliberate attention today

Weekly Review Questions

- . Where did Leadership Capacity Planner show up most strongly in my leadership this week?
- . Where did I fall short of my own Leadership Capacity Planner standard?
- . What will I do differently next week?
- . Am I on track with my Action Plan commitments?

Monthly Assessment

Dimension	Month 1	Month 3
Consistency of practice	___/10	___/10
Impact on team	___/10	___/10
Impact on decisions	___/10	___/10
Personal sustainability	___/10	___/10
Confidence in this area	___/10	___/10



Recommended Resources

Resource	How to Use It
BurnBright AI Coach	Visit burnbrightadvisory.com for personalised AI coaching aligned to your Leadership Capacity Planner development.
Reflection Journal	Complete one entry per week. Review your previous entry before starting each new one.
AI Prompt Pack	Use one prompt per day or one per week — consistency matters more than frequency.
Action Plan	Review weekly. Mark completed actions. Update your 60 and 90-day targets as you learn more.
BurnBright Diagnostics	Reassess your Leadership Capacity Planner capability score every 90 days to track genuine progress.
Leadership Academy	Access the full BurnBright learning library at burnbrightadvisory.com/academy .

Continue Your Leadership Capacity Planner Development

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