

OVERVIEW: THE BOLD MOVE BRIEF

30 minutes | No slides | No fluff | Just one bold shift.

This is for team leaders to run simple, honest conversations with their teams. We all know that feedback is invaluable for our growth, but we also know that many people fear it. This conversation will help you to explore how to give and receive feedback within the team so it works for individuals.

THE SPARK (5 MINUTES)

START HERE. Say this out loud:

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"Today I want us to talk about how we use feedback here - how we ask for it, give it, and turn it into tiny improvements. Not a performance review, but as real talk about how we make each other better.

Here's my promise as your manager: I'll go first, I'll keep it specific, and I'll focus on the work, not anyone's worth. Our aim is to build a team habit where feedback is data we can work with not criticism.

Warm-up question (hands up or in chat):

- When you hear "Can I give you some feedback?", do you brace, freeze, or roll with it? One word only.

Write the core question big on a whiteboard/flipchart:

How can we make feedback easier to receive (and more useful) every week?

**LET'S
NORMALISE
FEEDBACK**

THE REFLECTIVE THINK (5-7 MINUTES)

Quiet reflection (2 mins):

- Think of a time feedback really helped you. What made it land?
- Think of a time it stung or fell flat. What was missing?

Pair share or round-robin (3-5 mins):

- What patterns do you notice? (e.g., too vague, too late, labels not examples, tone, wrong moment.)
- What would make it feel safer and sharper in this team?

Manager model (share first, keep it real): one time it helped, one time it didn't, and what you learned.

THE MOVE MAKER (10-12 MINUTES)

CO-CREATE YOUR TEAM FEEDBACK AGREEMENT (HOUSE RULES).

Capture 5–7 simple rules everyone can live with. Offer these as starters and edit together:

1. Ask small, ask often. We prefer micro-feedback (“one tweak for next time”) over big set-pieces.
2. Observations, not verdicts. Describe the behaviour/output you noticed, not the person.
3. Evidence + impact. Bring 1–2 recent examples and say how it affected outcomes/people/timelines.
4. Task ≠ self. We separate the work from worth. No identity labels (e.g., “negative”).
5. One change rule. Every note comes with one actionable, 2mm tweak to test.
6. Close the loop. If you try a tweak, tell the giver what changed.
7. Right place, right time. We avoid drive-by critiques; we choose a calm moment or ask permission: “Got a minute for an observation?”

Lock it in: Circle the 5 you'll keep. Snap a photo and share in your team channel.

THE BOOSTER ROUND (3-5 MINUTES)

PRACTICE THE SCRIPTS (CHOOSE 2–3 AND ROLE-PLAY LIGHTNING FAST):

ASK THE TEAM TO MOVE AROUND FROM ONE PERSON TO THE NEXT TO ASK THE QUESTION - AND RECEIVE AND ANSWER.

- To ask (no F-word):
 - “What did you notice that I could tweak?”
 - “Got any tips before I do the next one?”
 - “On a scale of 1–10, how did that land? What makes it a point higher?”
- To give (in-the-moment):
 - “I noticed in the summary we jumped to detail before outcome. Next time: 15-sec outcome up front.”
 -
- To receive (and buy time):
 - “Thanks—keep going, I’m taking notes.”
 - “Could you share one recent example so I can see the pattern?”
 - “Got it. I’ll test [tiny change] next time and circle back.”

Ask team to commit to taking this forward and ask them that you welcome their insight on how you can help them better - encourage them to come to you over the next few days. And remember if they don’t, go and ask!

OPTIONAL: FOLLOW UP CHEEKY NUDGE

GOAL: TO REMIND THE TEAM THAT YOU ARE SERIOUS ABOUT SUPPORTING THEM AND ENCOURAGING THEM TO FOCUS ON THEIR COMMITMENTS

Subject: Observation Swap

Team, quick nudge. What’s one tiny tweak you tried this week? What changed (if anything)? Reply-all with one line. Remember progress is a choice.

FAQ's & quick tips

BRAVE CONVERSATIONS, MADE BRILLIANTLY SIMPLE.

WHAT IS THIS?

It's a ready-made, low-prep discussion guide to help you run bold, honest, high-trust conversations with your team, each one tied to an episode of the Little Moves, Big Careers podcast.

Each one takes 30 minutes or less.

No slides. No jargon. Just real talk that builds clarity, trust, and confidence.

WHO'S IT FOR?

- Managers who want to grow their team, not just manage tasks
- Teams that are busy, bright, and often too quiet about what they need
- Anyone trying to create a more open, curious, and high-performing culture

DO I HAVE TO BE AN EXPERT?

Nope. You just need to be honest.

You're not delivering a TED Talk, you're creating space. These sessions are designed to feel like a team coffee with purpose.

EVEN IF YOU'RE THE ONE WHO'S MADE THE MISTAKES MENTIONED IN THE EPISODE... THAT'S OK. OWN IT. THAT'S HOW TRUST BUILDS.

WHAT IF THIS FEELS A BIT... AWKWARD?

It might and that's normal.

But remember: safe doesn't mean silent.

Growth happens in the "slightly uncomfortable but very real" zone. These sessions give you a script, a structure, and a shared language — so no one's freestyling.

HOW DO I PREP?

1. Listen to the episode or scan the Bold Move Brief
2. Print the conversation sheet or write the key question on a whiteboard/ flipchart
3. Invite the team. Let them know it's 30 mins, focused, and not performance review-y
4. Run it. Follow the four sections: Spark, Reflect, Move Maker, Booster
5. Send a follow-up nudge - we even give you the words

ANY TIPS FOR KEEPING IT FLOWING?

Top 5 Manager Moves:

1. Share first - model the behaviour, don't just ask for it
2. Keep it light at the start - a bit of humour goes a long way
3. Use a whiteboard or Post-its - visual = safe and clear
4. Timebox it - if people know it ends in 30 mins, they'll lean in
5. Don't fill the silences - give people space to think, then speak

FINAL REMINDER:

You don't have to have all the answers. Your job is to make it safe to ask better questions - the kind that lead to better performance, stronger trust, and way fewer "lumps under the carpet."

**YOU'VE GOT THIS.
AND WE'VE GOT YOU.**