

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. Here you will explore how they think they are seen by others and steps to make your team's reputation undeniable.

THE SPARK (5 MINUTES)

START HERE. Say this out loud:

"Today I want us to talk about reputation - not just as individuals, but as a team. Because how we show up together is what people remember. Our reputation is like the team's credit score: it opens doors, earns trust, and shapes the opportunities that come our way.

Think about this: in organisations, teams get known for things. 'That team that always delivers.' 'That team that's a bit chaotic.' 'That team you can trust with clients.' That story gets told whether we shape it or not. So the question is: what do we want to be known for?"

Ask the team:

- "If someone outside our team described us right now in three words, what would they say?"
- "What three words do we want them to use?"

**YOUR
ACTIONS
WRITE THE
STORY
OTHERS TELL.**

THE REFLECTIVE THINK (5-7 MINUTES)

Break into pairs or trios. Ask:

- "Where do we add the most value that others might not always see?"
- "Where might cracks appear (moments where our delivery or behaviours could damage our reputation)?"

Optional bonus:

- "Think of a time our team's reputation helped us - opened a door, won trust, made things easier. What created that?"

Discuss their thoughts.

THE MOVE MAKER (10-12 MINUTES)

BRING IT BACK TOGETHER.

DISCUSS:

- “What’s one consistent behaviour that would strengthen our team’s reputation if we all committed to it?”
- “What’s one thing we must stop doing because it chips away at the trust we’re trying to build?”

Commit to one visible move as a team (examples: always responding within 24h, always showing up prepared with notes read, rotating who represents us in cross-team forums to build visibility).

THE BOOSTER ROUND (3-5 MINUTES)

CLOSE WITH THIS:

“Our individual reputations matter, but our team reputation multiplies everything. If we’re consistent, clear, and collaborative, people remember that.

So let’s keep asking:

- How are we showing up?
- How do others experience working with us?
- What little moves can we make to strengthen the story people tell about this team?”

End with this line:

“Reputation is built in the moments when no one’s watching. Let’s make those moments count.”

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 line: Did we show up like the team we want to be?

Quick nudge after your conversation:

1. Notice one moment this week where our team’s actions strengthened our reputation. Share it in chat.
2. Notice one moment that might have chipped away at it. Bring it to next week’s huddle so we can adjust.

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.**