

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. It's a great way for you to explore how the team can improve their focus and impact AND cut out the noise.

THE SPARK (5 MINUTES)

START HERE. Say this out loud:

"Busy isn't the same as valuable. We don't get noticed for being busy. We get noticed for bringing clarity, spotting what really matters and helping fix the stuff that gets in the way.

Your daily actions either move the dial or just make noise.

The real power comes when you Mind the Gap - between what's expected of you and what you're truly capable of. I think the question for all of us (me included) is whether we're operating at the level we're paid for... or the level we're actually capable of. Because they're rarely the same thing.

And here's why that matters.

If we stay only at the 'expected' level, we might hit our targets, we might get things done, but we'll never get seen differently. We'll just blend in. But when we work in that space between what's expected and what's possible - that's where people start to notice. That's where you start to shape things, not just deliver them. And honestly, that's where work gets more interesting. That's where you stretch, grow, and get that sense of pride that says, 'I didn't just do my job today; I made it better.'

I want to find a way where we surprise ourselves (and each other) with what we're all capable of."

**MIND THE
GAP**

THE REFLECTIVE THINK (5-7 MINUTES)

Quiet reflection:

Think of a time recently when you worked flat out... but later realised it didn't make much difference. Now think of a time when something small you did did make a difference - something that shifted a process, helped a colleague, or made something clearer.

What was the difference between those two moments?

Pair share or small group chat:

- What signals tell you something's adding value?
- What are the signs it's just noise or busywork?
- Where are we at risk of "chasing shiny" instead of focusing on what matters?

Manager model:

Share one honest example - a time you (or your team) got caught in activity overload, and how you spotted it. Keep it real and slightly uncomfortable - that's where the insight lives.

THE MOVE MAKER (10-12 MINUTES)

SAY:

“Clarity doesn’t come from doing more; it comes from doing what matters. So let’s get practical.”

On a flipchart, draw two columns titled **Signal** and **Noise**.

Ask the team to fill them in together:

- Signal = The work that genuinely moves the dial.
- Noise = The work that keeps us looking busy but doesn’t actually change anything.

Then discuss:

- How can we create healthy friction to slow us down and question what’s really adding value?
- What’s one “noise” habit we could drop this week?
- What’s one “signal” task we should protect more fiercely?

Optional extension:

“If we each protected one ‘Value Block’, 90 minutes a week for real impact work, what would you use yours for?”

THE BOOSTER ROUND (3-5 MINUTES)

Go round the room:

“What’s one small move you’ll make this week to focus on value, not volume?”

Examples:

- Cancel one meeting and use the time to finish something that matters.
- Add ‘What value does this add?’ to the top of every agenda.
- Schedule a weekly ‘noise audit’ with your team.

OPTIONAL: FOLLOW UP NUDGE

Subject: Signal, Not Noise

Team, this week, call out one moment of true value.

Reply-all with one line: “When you did X, it made Y clearer / easier / better.”

Let’s start a ripple effect, and make clarity our team’s superpower.

GOAL

TO HELP THE TEAM RECOGNISE THE GAP BETWEEN ACTIVITY AND IMPACT AND START MAKING DELIBERATE, HIGH-VALUE MOVES THAT ADD CLARITY, NOT CHAOS.

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.**