

# Let's take a moment (45 mins)

Facilitator notes:

## Facilitator note

### Purpose

Welcome to August's timetolearn – Leader Toolkit. This month is all about taking a pause, reflect, and reset – especially during a period of significant change and focussed upskilling.

We've created a flexible toolkit of short learning activities. You can choose two that best suit your team's needs. Each one offers practical tools, self-reflection, and team discussion to help build confidence, adapt to change, and support one another.

### How to use this toolkit

- Choose the content that feel most relevant or valuable for your team right now
- Each topic takes 15-20 minutes and includes clear guidance and takeaways
- Complete them in any order you wish. At the end of each section, you'll find quick links to jump to straight to your next topic.

Here's a quick overview of what each topic covers:

Tool	Use this..
Embedding learning through reflection & actions	To identify areas of confidence and explore where more practice or support is needed
Developing a can-do attitude	To encourage positive steps toward overcoming challenges and building confidence
The circles of influence	To help the team focus their energy on what they can control and let go of what they can't
Changing your mindset	To acknowledge different reactions to change and how we can turn them into positives
Zones of growth	To help the team adapt to new roles and challenges during a period of intense upskilling
Revisiting building resilience	To reflect on how the team has been building resilience and share practical hints and tips

### Running it solo?

If someone on your team is completing their timetolearn session independently, let them know which two activities you'd like them to focus on, and ask them to share a few key takeaways with you afterward.

### Activity guides

Each activity comes with a detailed guide to help you facilitate and engage the team effectively throughout the session. Make sure you review each activity guide in advance to ensure a smooth and impactful session.

### Resources needed for the session

- Pens and paper
- Whiteboards

### Activity hints and tips

To get the most out of each session, keep the following in mind:

- Encourage honesty: Create a safe space where people can share openly
- Tailor discussions: Focus conversations on what matters to your team's roles and challenges
- Challenge and reframe thinking: Use prompts to help the team look at situations from different angles
- Promote peer-to-peer support: Invite the team to learn from each other's strengths and experience
- Encourage teamwork: Keep it collaborative, even during individual reflections
- Capture the team's key takeaways and actions: Use what you hear to shape future 1-2-1s, check-ins, or development plans

### Need support?

If you'd like help planning or delivering your session, contact **Faye Smith, TTL Learning Specialist**, for guidance and support.

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**Action:** Show the **Take a moment** section on screen.



**Action:** This is your team's hub for the session.

Select **two** topics that feel most relevant for your team right now.

After each session, come back to this page to choose your next topic.



**Action:** Select your first topic from the homepage and begin.

## QUICK LINKS

At the end of each section, you'll find quick links so you can easily jump to your next chosen topic in the guide. Just select the one that best suits your team:

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## Embedding learning through reflection & actions (15-20 mins)

Facilitator notes:



**Action:** Show the **Embedding learning through reflection & actions** section on screen.



**Note:** Make sure each team member has a pen and paper or access to a whiteboard.



**Action:** Take the team through the information, and reflection points.

Ask the team to reflect individually and note down their answers.



**Action:** Show the **Team discussion** on screen.



**Action:** Split the team into small groups of 3-4 people to share and explore their reflections.

Once complete, bring the team back together to discuss their thoughts.



**Ask:** Use these discussion points to guide the conversation:

- Are there any common themes or challenges?
- What support strategies can we try as a team?
- Are there any quick wins we can implement this week?
- How can we build confidence? (Consider revisiting learning content or using tools like OneHelp)
- Do we need any additional support or resources?



**Action:** Show the **Wrap up: key takeaways** section on screen.



**Action:** Review the main messages together as a group.



**Action:** Show the **Wrap up: reflection and actions** section on screen.





**Action:** Work through the questions together and capture the team's thoughts for follow-up discussions and ongoing coaching support.

### Coaching questions

Here are a few follow-up coaching conversation questions you can use to guide conversation and reflection:

- What's one thing you've applied from recent learning?
- Where do you still feel unsure or want more practice?
- Who in the team could you buddy up with to build confidence?
- What's one small step you can take this week to embed your learning?
- How can you support someone else's learning journey?



**Action:** Once complete, return to the homepage and select your next topic on the site.

### QUICK LINKS

Jump to your next topic in the guide:

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## Developing a can-do attitude (15-20 mins)

### Facilitator notes:



**Action:** Show the **Developing a can-do attitude** section on screen.



**Note:** Make sure each team member has a pen and paper or access to a whiteboard.



**Action:** Ask the team to share their definitions of what a can-do attitude means to them and then reveal the definition.

Once complete, read through the information in the **What does a can-do attitude sound like?** and **From can't to can** sections.



**Action:** Show the **Shifting your mindset** section on screen.



**Action:** Introduce the activity.

## Activity guide

Here's some information to help you run the activity:

### Set-up

This is a whole group activity.

### Instructions

- Show the first negative mindset thought
- Ask the team to suggest a can-do version
- Click to reveal the example can-do thought on screen
- Discuss how their version compares and why small shifts in language matter
- Repeat for each example until all are complete



**Action:** Show the **I'm no good at this... yet!** section on screen.





**Action:** Take the team through the information and reflection points.

Split the team into small groups of 3-4 and ask them to jot down their answers.

Bring the team back together to share insights and examples.



**Ask:** Use these discussion points to guide the conversation:

- How does a can-do mindset help us?
- What challenges have you faced recently where a can-do mindset made a difference?



**Action:** Show the **Wrap up: key takeaways** section on screen.



**Action:** Review the main messages together as a group.



**Action:** Show the **Wrap up: reflection and actions** section on screen.



**Action:** Work through the questions together and capture the team's thoughts for follow-up discussions and ongoing coaching support.

### Coaching questions

Here are a few follow-up coaching conversation questions you can use to guide conversation and reflection:

- What's one mindset shift you've made recently?
- How has that shift helped you in your role?
- What's something you're still working on developing?
- How can you remind yourself to use a growth mindset when things get tough?
- Who in the team inspires you with their approach to learning?



**Action:** Once complete, return to the homepage and select your next topic on the site.



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Facilitator notes:

## The circles of influence (15-20 mins)



**Action:** Show the **The circles of influence** section on screen.



**Note:** Make sure each team member has a pen and paper or access to a whiteboard.



**Action:** Take the team through the information in the **Understanding our response to change** and **What are the circles of influence?** sections.



**Action:** Show the **Focusing our energy where it counts** section on screen.



**Action:** Introduce the activity.

## Activity guide

### Set-up

This is a individual reflection activity.

Continued on the next page...



## Instructions

- Show the activity and go through the instructions
- Ask the team to:
  - Draw three circles and label them: Control, Influence, Concern
  - List current worries, challenges, or changes in their role or team
  - Sort each one into the circle they believe it fits best
- Give the team 5 minutes to write down their thoughts

## Facilitator notes:



**Action:** Show the **Team discussion** on screen.



**Action:** Bring everyone back together to discuss using the points on screen

Encourage people to share examples and how they'll support each other.



**Action:** Show the **Wrap up: key takeaways** section on screen.



**Action:** Review the main messages together as a group.



**Action:** Show the **Wrap up: reflection and actions** section on screen.



**Action:** Work through the questions together and capture the team's thoughts for follow-up discussions and ongoing coaching support.

## Coaching questions

Here are a few follow-up coaching conversation questions you can use to guide conversation and reflection:

- What's one thing you've been focusing on that's outside your control?
- How has focusing on your Circle of Control helped your mindset?
- What's something within your influence that you can act on now?
- How can you support others to focus on what they can control?
- What's one thing you'll do differently next time you start to feel overwhelmed?



**Action:** Once complete, return to the homepage and select your next topic on the site.



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Facilitator notes:

### Changing your mindset (15-20 mins)



**Action:** Show the **Changing your mindset** section on screen.



**Note:** Make sure each team member has a pen and paper or access to a whiteboard.



**Action:** Take the team through the information in the **Experiencing change** section. Acknowledge that change can bring a range of emotions – from frustration to curiosity – and that mindset plays a key role in how we respond.



**Action:** Show the **Reflecting on change** section on screen.



**Action:** Take the team through the information and reflection points.

This is an individual activity. Ask team members to jot down answers to the questions provided.



**Action:** After 10 minutes, bring the team back together to share insights and examples.



**Action:** Show the **Team discussion** on screen.



**Action:** Ask who would like to share something they've discovered or reflected on.

Encourage people to share examples and how they'll support each other.



**Action:** Show the **Wrap up: key takeaways** section on screen.



**Action:** Review the main messages together as a group.



**Action:** Show the **Wrap up: reflection and actions** section on screen.



**Action:** Work through the questions together and capture the team's thoughts for follow-up discussions and ongoing coaching support.

### Coaching questions

Here are a few follow-up coaching conversation questions you can use to guide conversation and reflection:

- What's one recent change that's been challenging for you?
- How did you respond to that change?
- What helps you stay grounded or positive during change?
- What do you need more of (or less of) to feel supported?
- How can we support each other better through change?



**Action:** Once complete, return to the homepage and select your next topic on the site.



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Facilitator notes:

## Zones of growth (15-20 mins)



**Action:** Show the **Zones of growth** section on screen.



**Note:** Make sure each team member has a pen and paper or access to a whiteboard.



**Action:** Take the team through the information in the **Reflect. Develop. Grow** and **What is the zones of growth model?** sections.



**Action:** Show the **Zones of growth activity** on screen.



**Action:** Introduce the activity.

## Activity guide

### Set-up

This is an individual reflection activity.

Continued on the next page...

## Instructions

- Ask the team to:
  - Draw three circles and label them: Comfort zone, Learning zone, Growth zone
  - List their current tasks, skills, and challenges
  - Sort each one into the zone they feel it fits best
- Allow 5 minutes for the team to reflect and complete their diagrams

## Facilitator notes:



**Action:** Show the **Team discussion** on screen.



**Action:** Bring everyone back together to discuss using the points on screen

Encourage people to share examples and how they'll support each other.



**Action:** Show the **Wrap up: key takeaways** section on screen.



**Action:** Review the main messages together as a group.



**Action:** Show the **Wrap up: reflection and actions** section on screen.



**Action:** Work through the questions together and capture the team's thoughts for follow-up discussions and ongoing coaching support.

## Coaching questions

Here are a few follow-up coaching conversation questions you can use to guide conversation and reflection:

- What's one thing you've moved from your Learning Zone to your Comfort Zone?
- What's currently sitting in your Growth Zone, and what's holding you back?
- How can you stretch yourself this week in a way that feels manageable?
- What support do you need to take that next step?
- How can we create more space for growth as a team?



**Action:** Once complete, return to the homepage and select your next topic on the site.

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Facilitator notes:

### Revisiting building resilience (15-20 mins)



**Action:** Show the **Revisiting building resilience** section on screen.



**Note:** Make sure each team member has a pen and paper or access to a whiteboard.



**Action:** Take the team through the information.



**Action:** Show the **Reflecting on building resilience** section on screen.



**Action:** Take the team through the information and reflection points.

This is an individual activity. Ask team members to jot down answers to the questions provided.

After 5 minutes, bring the team back together to share insights and examples they'd like to share and discuss.



**Action:** Show the **Eight skills to build resilience** section on screen.



**Action:** Take the team through the information.



**Ask:**

- What resilience skills have you used recently?
- Which skills would you like to strengthen moving forward?



**Action:** Show the **Wrap up: key takeaways** section on screen.



**Action:** Review the main messages together as a group.



**Action:** Show the **Wrap up: reflection and actions** section on screen.



**Action:** Work through the questions together and capture the team's thoughts for follow-up discussions and ongoing coaching support.

### Coaching questions

Here are a few follow-up coaching conversation questions you can use to guide conversation and reflection:

- Which of the eight resilience skills have you used most recently?
- Can you share a situation where you applied that skill?
- What's one resilience skill you'd like to strengthen?
- Who in the team could support you in developing this skill?
- What does resilience look like for you in your role?
- How do you bounce back when things don't go as planned?



**Action:** Once complete, return to the homepage and select your next topic on the site.



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## Follow-up activities

This follow-up activity is designed to keep the momentum going after your timetolearn session, supporting ongoing growth, resilience, and peer learning. It's all about continuing the conversation, sharing best practices, and supporting each other through change.

You can adapt this activity to suit your team's needs, preferences and working styles.

### Instructions

- Set up a Microsoft Teams chat or channel titled "Tip of the week"
- Encourage your team to post quick daily tips, reflections, or learnings related to:
  - Managing change.
  - Building resilience
  - Personal growth
  - Skill development.
- Use questions or prompts (see below) to spark ideas and keep the conversation going
- Create an end-of-week tip poll:
  - At the end of the week, gather all shared tips
  - Ask the team to vote for their top three favourite tips.
  - Celebrate the top-voted contributions
  - Optionally, consider creating a leaderboard to recognise contributors or give a shoutout in a huddle or channel

Continued on the next page...



### **Suggested prompts**

- What's your top tip for building resilience?
- What's helped you stay positive during recent changes?
- What's one thing you've learned this week that made a difference?
- What's one thing you've taken from your Growth Zone and put into action?

### **Top tips to boost engagement**

- Use emojis, GIFs, and reactions to celebrate shared tips
  - Create a leaderboard or recognitions for consistent contributors or people with the most votes
  - Use coaching questions from the TTL toolkit to spark deeper discussion
  - Share a weekly roundup of the top tips in your team chat or huddle
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### **Facilitator notes:**