

How to use *the personal leadership tool*

If you are facilitating the conversation for someone else (maybe your colleague):

1. Start by going through the structure of the canvas and setting the stage for how the conversation will progress.
2. Start by asking if the conversation should start from the left or right side of the canvas.
3. Start by asking one of the questions from the side your colleague wants to start from. If they need help picking a side, try starting with the side you feel resonates best with their situation.
4. Slowly move the conversation around the middle part of the canvas. As a conversation facilitator, your job is to steer the conversation in a way that gets you around all aspects and questions of the canvas. If you feel the conversation gets stuck, you can use the canvas questions to steer back on track. Your job is also to take notes and place them on the canvas.
5. When you have covered the entire middle part of the canvas (spend around one hour on this), ask for reflections: “Do you see any clear directions or patterns that are more important to explore and pursue than others?” It might be necessary for you to share your impression and observations at this point, trying to guide your colleague to the realization of one or more directions.
6. Ask: “If you are to pursue these directions, what are the first things you could focus on?” “What could be hands-on and measurable goals for the near future you should focus on?”
7. Write them at the top of the canvas.
8. Explore who might could or should help your colleague achieve her goals. Write them down and consider how and when to reach out to them.
9. Finally, decide when you need to look at the goals again. After a month? After six months? Should you check in on it every week or every second week? Write it down, for the sake of commitment, in the lower right corner of the canvas.
10. Remember that as a facilitator of this conversation, you might get insights and perspectives from your colleague that most people do not know. Inner dreams and ambitions. Deal with this confidentially, discretely, and appropriately.