LeadersSkill WEEKLY

Leader Follow-Through: Team Conversation

Use team feedback to identify one commitment your leader will own.

ASK

What could I, as your leader, follow through on more clearly?

LISTEN

What the team said:

What visible progress would look like:

CLOSE THE LOOP

As your leader, I will _____ by _____.

I will report back on _____ in _____.

The team will see _____.

Before we agree: Is it within the leader's control? Is the date realistic? Will everyone see the update?

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Leader Commitment and Follow-Up

The leader provides updates. The team confirms whether the follow-through is visible.

Leader's commitment: _____

Leader responsible: _____ Action due: _____ Update date / channel: _____

Update date	Status	What happened / visible proof	Next step and return date

Suggested status: planned, in progress, blocked, or complete. Keep private details out of the tracker.

At the next check-in: "Did you see the follow-through? What still needs attention?"