Growth Performance

ACTION PLANNER
AI + LEADERSHIP TOOL

Connection, Clarity, Capability Planner

A monthly planning template for leaders building practice across the three dimensions of leading an augmented team. Use this to plan your monthly actions, reflect on what you are learning, and decide where to focus next.

Connection, Clarity and Capability for Leading Augmented Teams

Connection: Relational trust and psychological safety. Creating the conditions where your team can experiment, raise concerns, and navigate AI adoption without fear.
Clarity: Transparent communication and role definition. Making explicit who does what when AI handles part of the work, and who is accountable for outcomes.
Capability: AI fluency and orchestration skills. Building your own and your team's ability to work effectively alongside AI systems.

LEADER NAME

PLANNING MONTH

TEAM / FUNCTION

CONNECTION: RELATIONAL TRUST & PSYCHOLOGICAL SAFETY

This month's Connection practice focuses on building the trust and openness that makes AI adoption work. Each of the four prompts below maps to a monthly action.

#	MONTHLY ACTION	HOW I WILL DO THIS / WHAT I PLAN TO SAY OR DO	STATUS / OUTCOME
1	Hold an honest team conversation about how augmented working is changing our area, naming both opportunities and anxieties, and sharing my own learning edges openly		
2	Have a one-to-one with the team member showing the most resistance to new ways of working, approaching it with curiosity about their specific barriers		
3	Establish or revisit a team agreement about how decisions will be made when AI recommendations and human judgement differ		
4	Ask my team: "What would make you feel safer experimenting with new tools?"and act visibly on at least one response this month		

REFLECTION: WHAT I AM NOTICING ABOUT MY TEAM'S PSYCHOLOGICAL SAFETY RIGHT NOW

CLARITY: WORKFLOW TRANSPARENCY & ROLE DEFINITION

Clarity practice this month makes the human-AI division of responsibility explicit, removing the invisible gaps where nobody is checking, or nobody knows who is accountable.

#	MONTHLY ACTION	HOW I WILL DO THIS / SPECIFIC WORKFLOW OR CONVERSATION	STATUS / OUTCOME
1	Map one team workflow to make explicit which tasks are automated, which require human judgement, and who is accountable for the final output		
2	Communicate one honest update to the team about how augmented working is affecting roles, priorities, and workload in our area		
3	Ask each team member to describe their understanding of how their role is evolving, and address any gaps or misconceptions I discover		
4	Define and share a clear escalation pathway for when AI outputs are wrong, uncertain, or raise concerns		

REFLECTION: WHERE ACCOUNTABILITY IN MY TEAM'S AI-ASSISTED WORKFLOWS IS CLEAREST, AND WHERE THERE ARE STILL GAPS

CAPABILITY: AI FLUENCY & ORCHESTRATION SKILLS

Capability practice builds genuine AI fluency, in you and in your team, through protected experimentation time, peer learning, and deliberate retrospectives.

#	MONTHLY ACTION	SPECIFIC TOOL / TASK / LEARNING I WILL FOCUS ON	STATUS / OUTCOME
1	Dedicate protected time for my own experimentation with one new tool or capability relevant to my function		
2	Identify the three most repetitive tasks in my team's workflow and assess whether they could be augmented, mapping the human oversight required		
3	Pair a more AI-confident team member with a less confident colleague for a shared task, building peer learning into the work itself		
4	Run a brief team retrospective on how augmented working is going, focusing on what worked, what failed, and what capabilities to develop next		

REFLECTION: THE CAPABILITY GAP I AM MOST AWARE OF IN MYSELF AND IN MY TEAM RIGHT NOW

MONTHLY REVIEW

WHAT I AM MOST PROUD OF FROM THIS MONTH'S PRACTICE

THE ACTION THAT MADE THE BIGGEST DIFFERENCE, AND WHY

WHERE I STRUGGLED OR DID NOT FOLLOW THROUGH, WHAT GOT IN THE WAY

THE ONE THING I WANT TO FOCUS ON MOST IN NEXT MONTH'S PLANNING

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

growthperformance.co.uk/contact
hello@growthperformance.co.uk