

Peak Leaks™ – Team Workshop

Facilitation Guide

This guide helps you run a 45–60 minute workshop with your team to uncover and begin addressing Peak Leaks™—the small, recurring disruptions that quietly drain performance. Identify leaks, estimate their impact, and commit to action.

Step 1: Setup (5–10 minutes)

- Distribute the Peak Leaks™ Explainer and Diagnostic Worksheet.
- Briefly introduce the concept: 'Tiny workplace frictions create massive waste.'

Step 2: Identify Individual Leaks (10–15 minutes)

- Have each team member brainstorm 3–5 leaks they experience or observe.
- Encourage honesty without blaming others—focus on behaviors, structures, and habits.

Step 3: Share and Discuss (15–20 minutes)

- Go around the group. Each person shares 1–2 leaks.
- Group similar leaks by category (Behavioral, Structural, etc.).
- Use the 100 Common Peak Leaks™ Guide for prompts if needed.

Step 4: Estimate Cost (10 minutes)

- Use the Peak Leaks™ Impact Calculator.
- Identify the top 2–3 leaks with the highest total cost or disruption.

Step 5: Commit to Fixes (10 minutes)

- Choose 1 leak to address immediately.
- Assign an owner, next action, and follow-up date.
- Revisit in your next team meeting or Peak Reset™ session.

Wrap-Up

- Thank the team for helping create a stronger work environment.
- Remind them: You don't fix leaks once—you prevent them by staying focused and aware.