

IMPLEMENTATION GUIDE: THE 30/60/90 DAY PLAN

The behaviour change this programme requires does not happen by intention alone. It happens through a structured 12-week implementation cadence. This guide provides two parallel tracks: Track A for the individual Devtraco leader who has just completed the programme, and Track B for senior leaders responsible for building leadership capability across an entire entity or function.

TRACK A: THE INDIVIDUAL DEVTRACO LEADER (12 WEEKS)

Days 1–30: Establish the New Rhythm

Week 1

- Re-read the Foundation Self-Audit (Module 1, Section 1.5) and your scores. Confirm your two weakest dimensions; these are your focus for the next 90 days.
- Schedule weekly 45–60 minute 1:1s with every direct report. Block them in the calendar through the end of the quarter. Communicate the new rhythm.
- Hold one SBI recognition conversation, specific, in person, with a team member who did something noteworthy in the last 7 days.

Week 2

- Pilot the new 1:1 template (their agenda / the work / their development) with at least three direct reports.
- Hold one corrective SBI conversation with a team member whose behaviour you have been letting slide. Use the framework. Document the agreement.
- Schedule the difficult conversation you identified in the Module 4 icebreaker. Hold it within 14 days.

Weeks 3–4

- Run a 90-minute team charter session with your team. Document and circulate the charter.
- Apply the four-question situational diagnosis (Module 3) consciously in three significant conversations this fortnight.
- Conduct a psychological safety audit of your team using Edmondson's seven questions (Appendix C of the Manual).

Days 31–60: Deepen Performance Management and Coaching

Weeks 5–6

- Audit your team's goals against SMART. Where any goal is not measurable or not time-bound, revise it in conversation with the team member.
- Practice GROW in at least three coaching conversations this fortnight. Resist the urge to supply answers.

- f. Identify any underperformance situation that you have been avoiding. Diagnose against the five causes (capability/commitment/clarity/conditions/culture). Plan the conversation.

Weeks 7–8

- a. Hold a Stay Interview with your two highest-performing direct reports using the six questions in Module 8, Section 8.5. Follow up on at least one item within 7 days.
- b. Run your first quarterly check-in conversations with each direct report (30–45 minutes; four questions per Module 6, Section 6.4).
- c. Identify one cross-entity relationship that is critical to your unit. Have a one-on-one with the counterpart unit head focused on the working relationship, not on a specific issue.

Days 61–90: Consolidate and Develop Successors**Weeks 9–10**

- a. Apply the Devtraco Test (Module 8, Section 8.7). If you took a six-month sabbatical, who would step in? For each gap, identify the development action you will take in the next quarter.
- b. Identify one high-potential team member you are not currently stretching enough. Design one stretch assignment for them in the next 90 days.
- c. Re-score the Module 1 Foundation Self-Audit. Compare to the score you set on Day 1. Note where you have moved and where you have not.

Weeks 11–12

- a. Hold an end-of-quarter team review discussing what the team has done well, what has not gone well, and what to change for the next quarter — in the team's presence, not behind closed doors.
- b. Refresh the team charter together. What has worked? What needs adjustment?
- c. Choose the next leadership capability you will develop — one of the styles or modes you currently under-use. Plan the next 90 days of deliberate practice.

TRACK B: SENIOR LEADER BUILDING ENTITY-WIDE CAPABILITY (12 WEEKS)

For Heads of Department, MDs of subsidiaries, and Group leaders responsible for building leadership capability across multiple unit heads.

Days 1–30: Cascade and Calibrate

- a. Hold a 60-minute conversation with each of your direct-report unit heads about the programme: what was useful, what they are committing to, where they need your support.
- b. Set the expectation that every unit head will run the Track A 90-day plan with their own team. Make it visible in your governance.
- c. Identify two leadership behaviours from the programme that you will personally model visibly in the next 30 days. Make them observable to the unit heads who report to you.

Days 31–60: Build the Operating Rhythm

- a. Establish a monthly leadership forum across the unit heads of your entity. Topic discipline: one leadership theme per month from the eight modules. Each unit head shares one real case from their team that month.
- b. Audit your succession plan. For every direct report, identify the named successor and the development plan. Where succession is not in place, set the action.
- c. Initiate one cross-entity collaboration redesign with a peer entity — a shared customer outcome, joint operating rhythm, and one shared metric where possible.

Days 61–90: Embed and Sustain

- a. Hold a 90-minute review of how leadership behaviour across your entity has changed since the programme. Use specific examples, not generalizations. What has stuck? What has not?
- b. Identify the two unit heads whose teams have most visibly progressed. Recognize them publicly. Use them as case studies in the next leadership forum.
- c. Plan the next phase of capability building, deeper development for high-potential leaders, additional MGA programmes for specific gaps, and coaching arrangements for new appointments.

Implementation Success Criteria

By Day 90, a successful implementation will show three measurable shifts:

- a. 1. Every leader who completed the programme is running weekly 1:1s with each direct report and has held at least one Stay Interview.
- b. 2. Every team has a documented team charter and has held at least one structured quarterly check-in.
- c. 3. Every entity has a documented succession plan for senior unit-head roles, with named successors and development actions in motion.

Where these shifts are not visible, the implementation has not yet taken root — regardless of how positive the workshop feedback was.