

Leader Response and Learning Follow-Up Sheet

Event / concern / work area: _____

Leader / participants: _____ Date: _____

Use after a concern, unexpected outcome, or learning conversation. Listen to understand the work, record what remains uncertain, and make commitments people can follow.

1 Care and immediate protection

What support is needed? What must be made safe now? Record restrictions, escalation, and who owns the response.

2 Listen to the worker's perspective

What happened from their point of view? What did they expect? What made the task difficult, and what usually helps it succeed?

3 Context and learning questions

What conditions need exploration? Separate what is known from assumptions. Identify the next evidence check or Learning Question.

4 Commitments and verification

Agree on action, owner, due date, and how you will check whether the change helps. Include workers in designing and reviewing improvements.

Action	Owner	Due	Success check

5 Close the loop

What will you share back, with whom, and when? Explain what changed, what remains open, and the reason for any decision not to proceed.

Follow-up conversation / date: _____

Respond respectfully and avoid premature blame. This sheet supports learning; use established processes for required reporting, investigations, and immediate hazard control.