

Leader Cascade Worksheet

The brief says what's changing. You make it matter to your team's daily work.

LEADER	TEAM	BRIEF VERSION	SHARED WITH TEAM
_____	_____	_____	_____

MAKE IT REAL FOR YOUR TEAM

CI. 5.1 · A.5.4

WHERE WE MEET THIS	WHAT WE DO TODAY	WHAT WE DO FROM NOW ON
<i>e.g. Sending client files</i>	<i>Email attachments</i>	<i>Link from approved storage</i>

WALK YOUR TEAM THROUGH ADKAR®, IN ORDER

CI. 7.3 · A.6.3

STEP AND QUESTION	YOUR MOVE	PROOF TO CHECK
☐ A Awareness Can they say why it matters?	Share the brief, then explain the risk to your team's own work.	Each person can explain why in a sentence
☐ D Desire Do they want to take part?	Name what's in it for them, and pass concerns to the brief owner.	Questions raised and answered in the brief
☐ K Knowledge Do they know how?	Assign the Trygg Training for their role, plus a short how-to.	Training completed in Trygg
☐ A Ability Can they do it in real work?	Practice on a real task together, and remove what gets in the way.	Evidence or phishing results in Trygg
☐ R Reinforcement Will it stick?	Recognize it in front of the team, and check again at 30 days.	Still happening at the 30-day check

QUESTIONS AND PUSHBACK I HEARD

CI. 7.4

Send these to the brief owner. Don't answer them by rewriting the brief.

LEADER SIGN-OFF	DATE	QUESTIONS SENT ON	30-DAY CHECK ON
_____	_____	_____	_____