

The Accelerated Senior Leadership Development Programme

300 Senior Director Graduates
500 Senior Manager Graduates
Delivered in 30 Locations Globally
Applicable to all Levels of People
Leadership & Management






WHO IS THIS PROGRAMME FOR?

People leaders at all levels of your organisation from site leadership teams to front line supervisors

This course may be for you if

- You are a Manager or Leader, and you wish to calibrate and develop your management and leadership skills to be on par with world class leaders.
- You want a proven and practical field-tested leadership development programme that over 300 Senior Directors and 500 Senior Managers have successfully completed to date.
- You want to accelerate your leadership effectiveness by developing all the core competencies of world class leaders.
- You wish to develop core leadership competencies such as High-Performance Coaching, the art of Holding Courageous Conversations, Transforming Conflict into Collaboration and building a culture of sustainable High Performance through increasing Psychological Safety.
- You wish to transition from managing in the business to leading and working on the business.



This programme has been fine tuned over a fifteen year period of field-tested research in world class organisations. The programme strikes a balance between academic and real world leadership.

Programme Structure

- This programme can be delivered virtually as six three-hour workshops or in person over three full days.
- **Programme Launch:** The programme begins with a ninety minute Programme Launch between the Programme Facilitator & the Programme Participants. The purpose of this Programme Launch is to outline the leadership development journey ahead and to align on expectations in terms of commitments from the programme participants and the programme facilitator.
- **Self-Awareness Assessments:** The participants will then complete some online self-awareness assessments which will act as a baseline for their development throughout their leadership development journey. If this is an intact Senior Leadership Team, a comprehensive team assessment can also be completed to baseline the performance of the leadership team. This team assessment can also be re-run towards the end of the programme to quantify the improvement in the team's performance.
- **The Mindful Leader Online Programme:** Prior to the first Mindful Leader Workshop, participants will be invited to complete an online programme, which contains all the theory of Mindful Leadership. In total there is approximately 2 hours and 45 minutes of content. The advantage of all participants completing the online programme in advance of the workshops is that it allows more time for skills development through practice during the workshops.

Workshop 1

All participants will then be invited to the first full day workshop, where the topics covered include:

1. How to create a Culture of Sustainable High Performance as a Leader
2. How to build High Trust Relationships with all key stakeholders
3. How to create a Culture of Maximum Employee Engagement
4. How to Communicate with High Impact
5. How to reclaim up to 2 hours every day from timewasting drama to staying personally empowered as a leader.

Workshop 2

The topics explored during the second workshop include:

6. How to use coaching skills to build empowered teams.
7. How to delegate effectively, where the ownership as well as the task is delegated to the team members.
8. How to run efficient meetings
9. How to know when team members need their Manager's Direction / Guidance and how to know when they are ready to be Mentored and Coached.
10. How to use Coaching Skills to enable effective Succession Planning

Workshop 3

The topics explored during the third workshop include:

11. How to Hold Effective Courageous Conversations
12. How to Transform Conflict Situations into Collaborative Solutions
13. How to Maximize Team Collaboration.
14. How to Resolve Conflict Between Team Members
15. How to Give and Receive Effective Feedback.

Executive Coaching Sessions: Once all participants have completed the leadership workshops, the next phase of the Mindful Leader journey is to support the participants to integrate the Mindful Leader competencies into their daily role as senior leaders. To support them in this critical aspect of the journey, each participant will receive five ninety-minute executive coaching sessions with an ICF accredited Mindful Leader coach.

Report Out: Towards the end of this six-month leadership development journey, all participants will be expected to take part in an Accountability Report Out event where each participant will be allocated ten to fifteen minutes to present evidence of how they have taken their leadership impact to the next levels by closing their leadership stretches.

Key competencies developed on this programme include

- Awareness of the Characteristics of High Performance Managers & Leaders
 - How to Communicate with Maximum Impact & Influence
 - How to Build High Trust Relationships with all colleagues & key stakeholders.
 - How to Build a High Performance Team through Coaching & Mentoring
 - Holding Impactful Courageous Conversations
 - Transforming Conflict Situations into Collaborative Solutions
 - How to create a culture of high performance through Psychological Safety
 - How to Give & Receive Effective Feedback and How to Manage Poor Performance
 - Maximizing Personal Influence through the Power of Active Listening
 - How to Run Efficient & Effective Meetings
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Graduates of this mindful leader development programme will be automatically enrolled into the mindful leader academy and will have complementary access to the resources of the academy for the entire duration of this programme.

PARTICIPANT TIME COMMITMENT AND PROGRAMME DETAILS

WEEK 1 Programme Launch. Time Required: 90 Minute Team Meeting

The first step in the mindful leader journey is to schedule a call between the participants and the programme facilitator. The purpose of this call is for the facilitator to provide an overview of the programme and for the participants to ask any questions that they may have.

WEEK 2 Self-Awareness Reports: Self-assessments completed by each participant. Time required: 15 minutes per assessment

In week 2, the participants will be invited to complete some pre-work assessments consisting of (1) the mindful leader drivers report (2) the mindful leader states report (3) the mindful leader collaboration report.

Access to the mindful leader online report. Time required to complete the full mindful leader online programme: 2 hours 45 minutes.

Following the programme launch, each participant will be given access to almost three hours of mindful leader content and material, and they will be given approximately one month to complete this online programme.

WEEK 4 Workshop 1: Time required: Full day workshop which all participants attend

WEEK 8 Workshop 2: Time required: Full day workshop which all participants attend

WEEK 12 Workshop 3: Time required: Full day workshop which all participants attend

WEEK 15 Coaching Session 1: Time required: 90 minutes / participant

WEEK 18 Coaching Session 2: Time required: 90 minutes / participant

WEEK 21 Coaching Session 3: Time required: 90 minutes / participant

WEEK 24 Coaching Session 4: Time required: 90 minutes / participant

WEEK 27 Coaching Session 5: Time required: 90 minutes / participant

WEEK 30 Participant report out. Time required: Each participant will be invited to give a 10 minute presentation to address each of the following three questions:

1. What increased self awareness have you experienced on this mindful leader programme?
2. How has this increased self-awareness increased your effectiveness as a leader and where is the real evidence?
3. What has been the business impact of your participation on this mindful leader programme.

ABOUT THE MINDFUL LEADER ACADEMY

The research for the Mindful Leader Academy began in 2009 and it was formally established in 2013. To date, the Academy has supported the development of over 300 Senior Directors, 500 Senior Managers in more than 30 locations globally. The philosophy of the Academy has also been translated into Spanish, Dutch and Chinese.

Although the leadership development philosophy of the Academy is based on solid academic research, what differentiates it is its focus on practical leadership skills that can be used in today's constantly changing and time challenged organisational environments.

For additional information on the Mindful Leader Academy please visit www.mlacademy.ie. For additional information on this Accelerated Senior Leadership Development Programme or to book a place, please contact our Network Manager Dee Timoney, dtimoney@itag.ie.

THE PROGRAMME FACILITATOR IS JJ O RIORDAN



For additional insights into the philosophy of the Mindful Leader Academy, please view this LinkedIn post by the Mindful Leader Academy Co-Founder, JJ O Riordan, where he shares the business benefits of creating a Psychological Safe work culture

