

# The Mindful Leader Academy Presents

## *The Graduate Professional Skills Development Program*



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## **Background to The Mindful Leader Academy.**

The Mindful Leader Academy was established in 2013 to provide bespoke leadership development programs to global clients. To-date the Academy has provided advanced leadership development training to more than 750 leaders globally in locations such as Singapore, India, China, and multiple locations in the US, mainland Europe and Ireland. The primary program delivered by the Academy is entitled “The Mindful Leader Program” and it consists of advanced workshops, executive coaching and a sustainability framework that ensures continuous development of the leadership competencies. The core Mindful Leader Program is a six-month to eighteen-month leadership development journey, but shorter versions of the program are available to address more specific client needs.

## **The Mindful Leader Academy is delighted to offer the following Graduate Professional Skills Development Program**

### **Program Background**

The Mindful Leader Academy has taken the experience gained over six years of delivering transformative leadership development programs, throughout the world, and applied it to the Professional Development of Graduates. This is a truly unique program in the Professional Graduate Development space. To be best of our knowledge, there is no other organization in the world that brings this level of rigour and focus on integrating classroom-based learning; online content and weekly reminders of key learnings which culminates in the graduates reporting out on their developments by providing evidence-based examples of their development. The Mindful Leader Academy holds the copyright to this professional skills development framework as detailed in the next section

## Program Structure

The structure of the Professional Skills Development Process is shown in figure 1. What differentiates this Graduate Development Program is the emphasis that The Mindful Leader Academy places on re-enforcement of learning; that full accountability needs to rest with the learner and that graduate development is a process / journey and not a two-day training event.



Figure 1: The Graduate Professional Development Process © The Mindful Leader Academy

## Program Details

**Program Launch:** This is a one-hour meeting between the participants, the program sponsors and the external Mindful Leader Academy facilitator. The purpose of this launch event is to ensure that all stakeholders of this important program are fully aligned in terms of expectations and commitments.

**Two-Day Classroom Based Learning:** The details of the two-day classroom-based learning are given in Appendix A.

**Identification of Professional Stretch:** Within one week of the classroom-based training, the graduate will meet with their manager and align on the most appropriate skills that the graduate needs to focus on and develop over the next three months. We refer to these skills-to-be-developed over the next three months as Professional Stretches and they are often unique to each graduate.

**Re-enforcement of Learning:** This is another unique component of this Mindful Leader Graduate Development Program. Each week for the next twelve weeks the graduates will receive a standard newsletter, that can be read within two minutes, and which will enforce a key learning point from the classroom-based learning event. Four of these twelve newsletters will also contain a video, as a refresher on each of the four modules from the two-day training event.



**Accountability Report Out:** Approximately 12 weeks after the classroom-based learning event, eight of the sixteen graduates, who participated in the program, will be randomly selected to report out to the program sponsors, some senior managers as well as the program facilitator. Each presentation will be ten-minutes in duration and the graduate will be invited to address the following three questions:

1. What Professional Stretch did you agree with your manager three-months ago?
2. Where is the evidence that you have closed that Professional Stretch?
3. What is your next Professional Stretch for the next three-month period, and have you aligned on this stretch with your manager?

Following the ten-minute presentation, there will be a questions and answers session for approximately five minutes.

### **Note on Copyright**

The Mindful Leader Academy has spent four years experimenting with what works and what doesn't work in terms of leadership development and it is from this field-based research, across multiple cultures, that the development framework described in figure 1 has emerged. The leadership development framework consisting of the identification of the Professional Stretches very shortly after the classroom-based training; the weekly re-enforcement of learning and the accountability report out is copyrighted by The Mindful Leader Academy. The Mindful Leader Academy grants ADI permission to store the re-enforcement material, including the four refresher videos on its internal LMS system as long as this Professional Development program is being delivered through the Mindful Leader Academy.

## **APPENDIX A: Content of the Graduate Professional Skills Development Program**

### **Module 1: ADI Core Values, Change Management and Time Management**

This opening module explore three core and foundational topics for all ADI graduates:

- (1) The ADI Core Values based on (1) **A**ct with Courage (2) **B**uild Great Teams (3) **C**reate the Future (4) **D**rive for Excellence. All of the modules covered in this Graduate Development Program will support the development of these four core values and competencies.
- (2) Change Management – How to manage oneself in an environment of constant and rapid change and how to ensure that high performance is maintained during times of significant change.
- (3) Time Management – How to personally manage time so maximize personal contribution to the ADI business.

Learning Outcomes:

1. An awareness and appreciation of ADI’s Core Values and the expected behaviours of all employees
2. An awareness of the need to take personal responsibility for delivering on project commitments and taking responsibility for personal time management and managing oneself in an environment of constant change.
3. Skills to successfully manage multiple projects and conflicting time demands.

### **Module 2: Creating the Future through Respectfully Challenge The Status Quo**

Effective communication is at the core of professional effectiveness. In this module, we will explore the high impact communications skills of Active Listening and Assertive Communications and show how the combination of both competencies can lead to greater innovation through challenging the status quo.

Learning Outcomes:

1. Awareness of the Power of Active Listening and its role in clarifying expectations and influencing others



2. Awareness of the Power of Speaking Up – The need to speak up, to respectfully challenge and express personal opinions in a high impact and respectful manner

### **Module 3: Professional Presentation Skills**

The ability to deliver a highly engaging presentation is a key competency of all professionals. In this module we look at the minor role that PowerPoint plays in professional presentations and we look at the major role that personal presence plays in outstanding presentations.

Learning Outcomes:

1. The skills of delivering High Impact Professional Presentations
2. Awareness of the Power of Personal Presence in High Impact Professional Presentations

### **Module 4: Working in High Performance Teams**

The ability of individual team members to actively and positively contribute to team goals is another competency of ADI professionals. In this module, we look at what it takes to create and sustain high performance teams. We will also look at the barriers to high performance within teams and how to minimize and eliminate such obstacles. The impact of different personality types and issues such as individual or team conflict will also be explored in this final module.

Learning Outcomes:

1. Appreciation of the Characteristics of High Performing Teams
2. How to maximize the enablers and minimize the derailers of High Performance in Teams
3. Awareness of different Personality Types in Teams and how to manage conflict between team members.

## About the Workshop Facilitator

### Executive Summary

Linda O' Mahony is an experienced, highly energetic and entrepreneurial Leader who has built high performance teams and simultaneously delivered profit improvements through developing and leading strategic and operational change programs within organisations. Linda has a unique quality of being able to Coach and Lead at any level and in any environment.



### Background

Linda works with Senior Leadership and their teams to identify challenges and find solutions to devise a strategy and organise resources needed to maximise success and create a culture of high performance. Linda supports clients through Coaching, Mentoring and Facilitation to embrace change in a way that assists them to create more opportunities, possibilities and positive results for their business and their people. The success Linda achieves with Management Teams over the years is down to her 100% belief that change within an organisation of any size can only be achieved when everyone is on board with the overall goal. The time and dedication she gives to the foundation of every project she works on is the reason why the results she accomplishes both in terms of commercial revenues, business transformation & skills elevation are exceptional.

### Professional Training

- Currently in final year of MSC in Leadership & Management Practice at UCD Michael Smurfit Business School. Final year focus is Executive & Business Coaching
- Licensed Practitioner of NLP with Richard Bandler NLP Life Training UK
- Professional Diploma In Leadership Development at UCD Michael Smurfit Business School
- Diploma in Organisational Renewal & Transformation at UCD Michael Smurfit Business School
- Life & Business Coaching Skills HETAC level 7 with Coaching Development UK
- Codesigned Bespoke Leadership Development programme for Irish Farmers Journal Directors with UCD Michael Smurfit Business School
- Certified Conflict Mediator and Certificate in Transactional Analysis within Organisations
- Batchelor of Business Studies

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