

**450 Senior Director Graduates of
The Mindful Leader Academy**

**500 Senior Manager Graduates of
The Mindful Leader Academy**

**This Leadership Program has been
Delivered in 30 Locations Globally**



**Applicable to all Levels of People
Leadership & Management**



The Mindful Leader Program

WHY CHOOSE THE MINDFUL LEADER ACADEMY FOR YOUR LEADERSHIP DEVELOPMENT PROGRAM

The Mindful Leader Adacemy was established in 2009 and todate more than 1000 Senior Leaders in High Tech companies , around the world, have completed this Accelerated Leadership Development Program, including 120 graduates of the iTAG Skillnet Network.

The founder of the Mindful Leader Academy, JJ O Riordan, has a degree in Electronic Engineering , a Masters in Computer Science and a Degree in Counselling and Psychotherapy and he worked for Analog Devices for 24 years

During his time in Analog Devices, JJ was the Chair of the Test Technology sub-group of the Midas organization.



Facilitator : JJ O Riordan

WHO IS THIS PROGRAM FOR?

Leaders who wish to identify their current strenghts and stretches as global leaders and who wish to close their leadership stretches to take their personal leadership impact and their team's impact to the next level.

THIS PROGRAM MAY BE FOR YOU IF

- You are a Manager or Leader, and you wish to calibrate and develop your leadership skills to be on par with world class leaders.
- You want a proven and practical field-tested leadership development program that over 450 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 PROGRAM HAS BEEN FINE TUNED OVER A SEVENTEEN YEAR PERIOD OF FIELD-TESTED RESEARCH IN WORLD CLASS ORGANIZATIONS. THE PROGRAM STRIKES A BALANCE BETWEEN ACADEMIC AND REAL WORLD LEADERSHIP.

PROGRAM STRUCTURE

- **Program Overview:** This is a six-month experiential leadership development program , consisting of a virtual Program Launch , three in-person Leadership Development Workshops , five ninety-minute virtual Executive Coaching Sessions and a virtual Program Graduation and Report Out. Self-Awareness assessments, including a Leadership 360 Report, are also critical components of this Leadership Development Program.
- **Program Launch:** The program begins with a ninety minute Program Launch between the Program Facilitator & the Program Participants. The purpose of this Program Launch is to outline the leadership development journey ahead and to align on expectations in terms of commitments from the program participants and the program 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 program to quantify the improvement in the team's performance.
- **The Mindful Leader Online Program:** Prior to the first Mindful Leader Workshop, participants will be invited to complete an online program, 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 program 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:
 1. How to use coaching skills to build empowered teams.
 2. How to delegate effectively, where the ownership as well as the task is delegated to the team members.
 3. How to run efficient meetings
 4. 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.
 5. How to use Coaching Skills to enable effective Succession Planning

- **Workshop 3:** The topics explored during the third workshop include:
 1. How to Hold Effective Courageous Conversations
 2. How to Transform Conflict Situations into Collaborative Solutions
 3. How to Maximize Team Collaboration.
 4. How to Resolve Conflict Between Team Members
 5. 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.

- **Program Graduation and 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 minutes to present evidence of how they have taken their leadership impact to the next level by closing their leadership stretches.

KEY COMPETENCIES DEVELOPED ON THIS PROGRAM 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

PARTICIPANT TIME COMMITMENT and PROGRAM DETAILS

Week 1	Program 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 Program Facilitator. The purpose of this call is for the facilitator to provide an overview of the program 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 Program: 2 hours 45 minutes. Following the Program 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 program.
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 share the personal and business impact that they have experienced as a participant on

this program.

PROGRAM TESTIMONIALS

Testimonial	Participant's Name
<i>"Eye opening experience. The range of tools and the different ways of looking at Leadership Development was Transformational.</i> <i>I unreservedly recommend this program. It is a fantastic program, extremely well organized and delivered and greatly exceeded my expectations."</i>	David Ryan Director Renewable Energy & Green Hydrogen Analog Devices
<i>"This course gave me the skills to change my mindset from being a people manager to being a people leader"</i>	Olive Murphy PH.D. Director Systems Applications & Advanced Technology Analog Devices
<i>"I gained leadership skills I will have for the rest of my life".</i>	Enda Cafferky Director, IT, EMEA Merit Medical
<i>"The training aligns perfectly with our vision of leadership and culture for our organization. This training is immensely valuable for all leaders, regardless of their level of experience"</i>	John Mannion Senior Engineering Director Digital Experience R&D Hewlett Packard Enterprise
<i>"A very fulfilling and impactful program for within and outside of work"</i>	Elaine Fennessy. Talent & Capability Partner Abbott
<i>"Very engaging content and I have learnt some very practical strategies to build the frameworks and tools into my leadership and management style. I have put some of my direct reports on this program".</i>	John Tallon Practice Director Storm Technologies
<i>"To be exposed to the tools and to have a roadmap to set your team up for success and deal with issues along the way is fantastic" I plan on getting all my senior leaders on the course"</i>	Kieran Coen Director of Systems/Software Engineering Hewlett Packard Enterprise