

ALWAYS PRESENT

INSTITUTE

Your journey to Leadership Mastery

The Leadership Mastery Program offers a transformative journey of self-improvement and growth. Unlike traditional management courses, this program combines live interactive virtual workshops, personalized mentoring, and real-world applications to foster confident, effective leaders. At the heart of our curriculum is a commitment to continuous personal development and practical leadership excellence, ensuring that every participant emerges as a capable and inspiring leader, ready to drive their team to success.

Welcome to the Leadership Mastery Program by Always Present Institute.

Our goal is to

Experience the Fullness of Life

Bronze

Personal Leadership

Understanding Personality Styles

A comprehensive training class on understanding different personality styles. Learn to empower your employees to navigate interpersonal relationships more effectively, leading to improved collaboration, productivity, job satisfaction and reduced conflict in the workplace.

Time Management (two parts)

This is a desperately sought after subject on effectively managing your time. We will zero in on calendars, time blocking, compass time, hard stops, Eisenhower decision matrix, flex time, procrastination and the four levers of self-renewal.

Effective communication

With this comprehensive training class on effective communication, organizations can empower their employees to communicate more confidently, clearly, and persuasively, leading to stronger relationships, increased productivity, and better business outcomes.

Activating Your Super Power

Everyone has a Superpower within. Through this, you can create the opportunity for others to feel seen, heard, and safe. Active listening is a cornerstone of this Superpower. You will walk away with practical, proven skills for effectively " listening twice and speaking once."

Growth Mindset

What we look for, we will find. In this class, we will look at the difference between a fixed mindset and a growth mindset. We will utilize practical tools to change our perspective of our challenges and learn to lead with a contagious growth mindset.

Emotional Intelligence (EQ)

You cannot effectively give to others that which you do not possess within. This class will empower participants to enhance self-awareness, improve interpersonal relationships, and become more effective and resilient in navigating diverse work environments.

Team Presentations – What have they learned

Each participant will deliver a 6-minute presentation focused on a personal leadership lesson they've learned from their past experiences. The presentations are highlight key takeaways, insights, or challenges they encountered in their leadership development journey. These sessions are intended to be interactive, allowing for questions, feedback, and brief discussions from the group. The goal is to foster a collaborative learning environment where participants can share valuable lessons and engage with different perspectives on leadership

Silver

Team Leadership

ACCESS Execution

Accessing execution can significantly enhance individuals' ability to deliver results, meet goals, and take responsibility for their actions within an organization. We will follow the six steps of ACCESSing execution; All expectations, Coach through the bottle necks, Consequences for not hitting expectations, Every time, Serious implications, Success of the team.

Giving and Receiving Feedback

Understanding the what, how, and when to give feedback is critical in motivating behavioral change. In this class, you will learn how to give and receive feedback that will empower people to communicate more effectively, foster a culture of continuous improvement, and drive individual and organizational success.

The Art of Delegation

Technical competency is significantly as an individual contributor and often is the reason for promotion into leadership. However, as a person moves from individual contributor to leadership, strong technical competency can limit their success in guiding their new team to their own individual success. In the Art of Delegation, we will explore the roadblocks for star contributors in management roles and develop strategies to combat over-functioning as a leader.

Transformative Training

In this age of "information overload", it's critical to understand how to educate to *transform*, and not merely *inform*. We will explore how our brain learns and discuss specific strategies for imparting information to inspire sustainable transformation.

Driving Motivation

Data reveals that we are all not only unique but we are uniquely motivated as well. We will explore the difference between extrinsic and intrinsic motivators and use this to unpack strategies designed to motivate your unique employees.

Coaching 1:1

This is a two-part class on how to have effective 1:1 with the people you lead. This comprehensive class on effective one-on-one coaching will empower managers to support their team members' growth, development, and performance; ultimately contributing to a systemic culture of continuous improvement and success.

Team Presentations – What is leadership

Each participant will deliver a 6-minute presentation. The key objective is to present a plan outlining the changes they have made or intend to make with their current team, based on the knowledge gained over the past eight weeks.

Gold

Organizational Leadership

Effective Meetings

We are all overwhelmed with an abundance of meetings to discuss what to do and too little time to execute. Learning how to structure effective meetings will enable organizations to optimize their meeting culture, improve collaboration, and drive better outcomes from their collective efforts.

Interviewing

In this class, participants will learn the skills and knowledge needed to conduct effective and fair interviews, ultimately leading to better hiring decisions and successful employees.

Goal Setting

Studies have found that those who write down their goals are almost 90% more successful in achieving those goals than those who did not. In this class we will discover why people shy away from goal setting and discover the Japanese approach of setting goals.

Successful Conflict Resolution

An earmark of a healthy organization is the ability to work through conflict successfully. Conflict is a part of everyday life, in all areas. Too often, weak conflict resolution skills give way to unhealthy control tactics, poor listening skills, unmet expectations, and negative emotional judgments that go underground to erode organizational morale. In this class, you will discover simple, straightforward strategies to foster open dialog, to reduce emotional flooding and create a healthy, emotional environment. Together, you'll learn how to create healthy soil that great ideas can grow in.

Managing Change

In today's fast-paced world of exponential change, successful leaders must navigate and manage change with clarity and confidence. This class provides a structured approach to managing organizational change, focusing on equipping staff with the knowledge and skills needed to adapt and thrive in evolving environments. The class emphasizes how leaders can build resilience, foster adaptability, and lead their organizations through uncertainty without losing momentum.

Pay It Forward

As leaders who have now cultivated strong leadership skills, it can be challenging to encounter less effective leadership styles around you. This class provides practical tools and strategies to model strong leadership in the face of poor leadership, using empathy, humility, and positive influence without being judgmental.

Final Presentations

The final 6-minute presentation will serve as a summary of each participant's key takeaways from the program, as well as their specific plan for implementing change within their leadership role. Participants should outline the most valuable insights they've gained and demonstrate how they intend to apply these lessons to drive meaningful improvements in their team or personal leadership approach.

Live Virtual Micro trainings schedule

		Tuesday - 1.5 hours	Thursday - 1.5 hours
Bronze	Week 1	Understanding Personality Styles	Time Management Part 1
	Week 2	Time Management Part 2	Effective Communication
	Week 3	Activating Your Superpower	Growth Mindset
	Week 4	Emotional Intelligence (EQ)	Presentations – What is Leadership
	Break		
Silver	Week 5	ACCESS Execution	Giving and Receiving Feedback
	Week 6	The Art of Delegation	Transformative Training
	Week 7	Driving Motivation	Coaching 1:1 Part 1
	Week 8	Coaching 1:1 Part 2	Presentations - What have you learned?
	Break		
Gold	Week 9	Effective Meetings	Interviewing
	Week 10	Goal Setting	Successful Conflict Resolution
	Week 11	Managing Change	Pay it Forward
	Week 12	Final Presentations	Graduation