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COURSE BROCHURE

Early Career Leadership Habits Training Course for Graduates

14 – 18 June 2027
Vienna

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Registered in the United Kingdom and Saudi Arabia

Early Career Leadership Habits Training Course for Graduates

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Early Career Leadership Habits is a 1-week training course for graduates and early-career professionals with up to five years of experience, built around a Personal Leadership Growth Plan that each participant drafts and shares with a line manager. Organisations now expect newer joiners to take ownership, influence colleagues and run small projects long before any formal promotion. Jupiter Prime Training designed this course on Early Career Leadership Habits around that expectation.

Why Early Career Leadership Habits Matter Now

Flatter structures, hybrid working and faster project cycles mean that junior professionals increasingly coordinate peers, brief stakeholders and make visible judgement calls in their first years. Organisations that help graduates form sound habits early build a deeper bench of future supervisors; those that leave it to chance lose promising people. The course rests on widely used models such as the 70-20-10 learning model, the Johari window, SMART goal setting and the RACI responsibility chart, each explained in plain terms.

Who Gains Most from Early Career Leadership Habits

- Graduate trainees rotating through departments who must earn trust quickly
- Junior analysts and engineers delivering accurate work to senior reviewers
- Early-career coordinators who organise tasks across colleagues without line authority
- New specialists expected to present findings to clients or internal sponsors
- Recently qualified professionals preparing for a first team lead role

A graduate intake cohort gains most when several members attend together, because members can hold one another to the habits they commit to.

Early Career Leadership Habits Capabilities

Participants turn growth intentions into routines colleagues can observe.

- Assess personal strengths and blind spots using structured feedback — the mentor conversation on development priorities
- Design SMART development goals linked to role expectations — the agreement reached with a line manager
- Apply time-blocking and priority matrices to daily workload — the sponsor waiting on reliable delivery
- Build influence with peers through reciprocity and clear requests — colleagues whose cooperation a task depends on
- Specify scope, roles and milestones for a small project — the sponsor approving the work
- Communicate progress and setbacks with concise status updates — stakeholders deciding whether to intervene

Key Early Career Leadership Habits Terms

- Professional credibility — the trust colleagues place in a professional's competence, reliability and integrity.
- Self-leadership — directing one's own goals, motivation and behaviour without waiting for instruction from a manager.
- Influencing without authority — gaining cooperation from people who do not report to the person asking.
- Personal development plan — a written record of growth goals, actions, support needed and review points agreed with a manager or mentor.
- Feedback loop — a repeated cycle of asking for, receiving and acting on input so that performance improves.
- Stakeholder map — a simple chart placing people by their interest in and influence over a piece of work.

Early Career Leadership Habits Day by Day

Day 1: The Early Career Leadership Context

- 70-20-10 Learning Model — Where Workplace Experience Builds Leadership Skill
- Role Expectation Mapping — What Managers Expect From New Professionals
- Professional Credibility Equation — Balancing Competence, Reliability and Integrity
- Organisational Culture Reading — Adapting Behaviour to Unwritten Norms
- Career Stage Self-Assessment — Choosing Which Habits to Build First

Day 2: Self-Leadership and Personal Effectiveness

- Johari Window Reflection — Revealing Blind Spots Through Peer Input
- Eisenhower Priority Matrix — Separating Urgent Requests From Important Work
- Time-Blocking Routines — Protecting Focus Time in a Busy Week
- Resilience and Energy Planning — Sustaining Performance Through Demanding Periods
- SMART Development Goals — Turning Ambition Into Measurable Personal Targets

Day 3: Communication and Influence With Peers

- Stakeholder Mapping Grid — Deciding Whom to Consult, Inform or Persuade
- Reciprocity and Trust Building — Earning Cooperation Without Line Authority
- Structured Request Framing — Asking Clearly for Time, Data or Support
- Upward Communication Techniques — Briefing Senior Colleagues Concisely and Confidently
- Feedback Seeking Conversations — Inviting Honest Input on Delivered Work

Day 4: Leading Small Projects and Tasks

- Project Charter on a Page — Agreeing Scope and Purpose With a Sponsor
- RACI Responsibility Chart — Clarifying Who Does, Approves and Advises
- Milestone and Risk Log — Spotting Slippage Before Deadlines Are Missed
- Status Update Formats — Reporting Progress and Setbacks Transparently
- Lessons Learned Review — Capturing Improvements After Each Assignment

Day 5: Practising the Personal Leadership Growth Plan

- Credibility Case Simulation — Applying Day 1 Credibility Principles Under Pressure
- Peer Influence Role Play — Rehearsing Day 3 Requests With Realistic Resistance
- Mini Project Pitch — Presenting a Day 4 Charter to a Mock Sponsor
- Mentor Partnership Agreement — Setting Review Rhythm With a Chosen Mentor
- Personal Leadership Growth Plan — Finalising Goals, Habits and Review Points

Applying Early Career Leadership Habits After the Course

- Run a structured feedback request with three colleagues within four weeks and update the SMART development goals accordingly.
- Draft a one-page project charter and RACI chart for a current assignment and agree it with the sponsor.

Early Career Leadership Habits Questions FAQ

What are early career leadership habits and why do they matter now?

Early career leadership habits are the routines of self-management, influence and ownership that new professionals build in their first years. They matter because junior staff now lead small pieces of work before any formal title.

Which roles gain most from early career leadership habits training?

Graduate trainees, junior analysts, engineers, coordinators and newly qualified specialists gain most. Anyone expecting a first team lead role will find the methods usable.

How does early career leadership habits training differ from a first-time manager course?

Early career leadership habits training focuses on leading yourself, influencing peers and running small projects without line authority. A first-time manager course instead covers supervising direct reports, performance reviews and delegation.

What do you bring back from early career leadership habits training?

You bring back a written growth plan with development goals, chosen habits and review points agreed with a mentor. You also return with a stakeholder map and a project charter template.

Early Career Leadership Habits: The Way Forward

The Personal Leadership Growth Plan gives each participant a clear first decision: which two habits to practise over the next quarter. Line managers and mentors use it to shape assignments and review conversations in engineering placements and finance rotations. After the first review, the perspective worth revisiting is how colleagues now perceive their credibility and influence.