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COURSE BROCHURE

Everyday Leadership Micro-Actions Training Course for Individual Contributors

22 – 26 March 2027
Singapore

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Ref: 2394_90008 **Date:** 22 – 26 March 2027 **Location:** Singapore **Fees:** 6900 GBP

Everyday Leadership Micro-Actions is a 1-week training course for specialists, analysts, coordinators and senior individual contributors who lead without a title, and each participant builds a Personal Micro-Action Ledger. Flatter structures and matrix projects mean that progress now depends on people who shape outcomes through small, repeated behaviours rather than positional authority. Jupiter Prime Training designed this course on Everyday Leadership Micro-Actions for that reality.

Why Everyday Leadership Micro-Actions Matter Now

Three forces push leadership into ordinary moments. Hybrid working scatters attention, so a precise request or a quick acknowledgement carries more weight than an occasional speech. Cross-functional squads rely on peers who volunteer to close loops nobody owns. Professionals expect frequent signals that their contribution counts. Organisations that cultivate these habits see fewer dropped handovers and faster unblocking; those that ignore them watch intentions fade into missed follow-ups. The course draws on the GROW coaching model Goal, Reality, Options, Will and on habit design principles describing cue, routine and reward.

Who Gains Most from Everyday Leadership Micro-Actions

- Subject specialists whose expertise others depend on to make progress on shared deliverables
- Coordinators who chase inputs across functions without line authority over contributors
- Senior individual contributors who mentor newer colleagues informally on the job
- Analysts who present findings and need colleagues to act on their recommendations
- Project members who hold a workstream and answer for its milestones to sponsors

Peer groups from one department gain most when several members attend together, because they agree shared signals, request formats and recognition habits that hold once everyone returns.

Everyday Leadership Micro-Actions Capabilities

The outcomes centre on visible, repeatable gestures that a colleague can notice within a single working week.

- Define a short set of personal operating values and matching daily behaviours — choices when priorities collide
- Phrase requests with owner, standard, deadline and reason — handovers between peers and functions
- Deliver specific recognition tied to effort and effect — colleague motivation and retention
- Run a ten-minute corridor coaching exchange using GROW questions — peer problem solving

- Apply an ownership loop to close commitments and report slippage early — sponsor trust
- Build a habit tracker that links cues to micro-actions — sustained personal practice

Key Everyday Leadership Micro-Actions Terms

- Micro-action — a brief, deliberate behaviour, often under two minutes, that moves work forward or strengthens a working relationship.
- Clean request — an ask that states who, what standard, by when and why, leaving the receiver free to accept, decline or counter-offer.
- Specific recognition — acknowledgement naming the exact behaviour observed and the difference it made to colleagues or customers.
- Ownership loop — the cycle of committing, updating, closing and confirming that turns a promise into a visible finished result.
- Corridor coaching — a short, informal conversation in which a peer asks questions that help a colleague find a next step.
- Habit cue — a recurring trigger in the working day, such as a meeting end, that prompts a chosen leadership behaviour.

Everyday Leadership Micro-Actions Day by Day

Day 1: Leadership in Ordinary Moments

- Leadership Without Title Map — Where Informal Leadership Already Happens
- Personal Values Card Sort — Behaviours Worth Repeating Under Pressure
- Moment Audit of a Working Week — Spotting Neglected Leadership Openings
- Credibility Equation of Reliability and Candour — Earning Peer Trust
- Stakeholder Circle Sketch — Whose Cooperation Each Outcome Requires

Day 2: Requests and Commitments

- Clean Request Template — Clear Ownership Across Functional Boundaries
- Accept, Decline or Counter-Offer Protocol — Realistic Promises Between Peers
- Ownership Loop Tracker — Closing Commitments Before Anyone Chases
- Early Slippage Message Script — Protecting Sponsor Confidence
- Handover Checklist for Shared Tasks — Preventing Dropped Work Between Colleagues

Day 3: Recognition and Peer Coaching

- Specific Recognition Formula — Reinforcing Behaviours That Help Customers
- Recognition Frequency Log — Fair Attention Across Quiet Contributors
- GROW Model Question Bank — Ten-Minute Corridor Coaching Choices
- Listening Ladder Exercise — When to Ask Rather Than Advise
- Peer Feedback Sandwich Alternatives — Candid Comments That Keep Goodwill

Day 4: Leading Peers Through Influence

- Reciprocity Ledger — Building Goodwill Before Asking for Help
- Proposal One-Pager — Moving Colleagues From Idea to Agreement
- Meeting Close Ritual — Confirming Owners and Next Steps
- Disagreement Reframing Card — Turning Objections Into Joint Options
- Cue, Routine and Reward Design — Making Chosen Behaviours Stick

Day 5: Practising the Personal Micro-Action Ledger

- Live Request and Counter-Offer Rehearsal — Testing Day 2 Scripts
- Recognition and Coaching Role Rotation — Applying Day 3 Methods
- Peer Proposal Pitch Round — Refining Day 4 One-Pagers
- Thirty-Day Habit Calendar — Scheduling Cues Across the Working Month
- Personal Micro-Action Ledger Completion — Committed Behaviours and Review Points

Applying Everyday Leadership Micro-Actions After the Course

- Replace vague asks in one recurring cross-functional handover with the clean request template, then compare closure rates after four weeks.
- Hold three corridor coaching exchanges with peers using the GROW question bank, recording the next step each colleague chose.

Everyday Leadership Micro-Actions Questions FAQ

What are everyday leadership micro-actions and why do they matter now?

Everyday leadership micro-actions are small, deliberate behaviours such as clean requests, specific recognition and short coaching questions. They matter now because hybrid and matrix working leave many outcomes owned by nobody, and these habits close that gap without formal authority.

Which roles gain most from everyday leadership micro-actions training?

Specialists, coordinators, analysts and senior individual contributors gain most. You benefit if your results depend on colleagues you do not manage and you want reliable ways to move shared work forward.

How does an everyday leadership micro-actions course differ from a first-line management course?

It focuses on influence through daily behaviour rather than supervision. A first-line management course covers appraisals, rotas and formal performance processes, while this one equips you to lead peers through requests, recognition and coaching gestures.

What do you bring back from everyday leadership micro-actions training?

You bring back a ledger of chosen behaviours with cues and review points. It also holds request scripts, a coaching question bank and a thirty-day habit calendar.

Everyday Leadership Micro-Actions: The Way Forward

The Personal Micro-Action Ledger first informs which recurring handover or meeting deserves a cleaner request habit. Participants use it themselves, and peers notice the change through closed loops and timely acknowledgement. After its first month, revisit which cues actually triggered behaviour and which faded, and swap weak cues for moments that occur daily.