



mindPower Innovation™

# mindPower Innovation™

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## A Beyond EMBA Program

### Day 2

- private & confidential -

# Welcome Back!

# Checking In

**2 words to describe how you are feeling right now**

# Find Your Buddy

Group	Name	Name	Name	Name
A	Harsh	Hedy	John	Samad
B	Julian	Josephine	Tiffany	
C	Sammi	Sylvia	Vicky	

# Share Your Support to Buddies From Last Week

## Which Role Have You Played

Cheer Leader with Support?

Constructive Critic?

Unconditional Listener?

# Co-Coach



## Executive Coach

**Mr. Derek Mak**

Co-Founder & CEO

Capdase International Limited

- Grown 'CAPDASE' a full-fledged brand with a global presence over 52 countries
- Registered Corporate Coach™ (RCC™)
- Specializes in coaching Leaders, Entrepreneurs & Executives
- 2015 mindPower™ Graduate
- Certified mindPower™ Coach

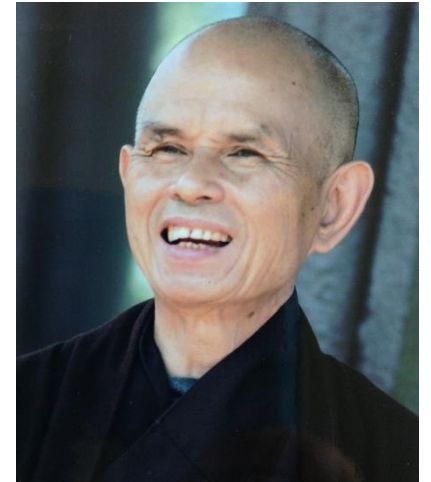
# Prominent Figure in Mindfulness: Thích Nhất Hạnh 釋一行禪師

## Vietnamese Buddhist Monk and Peace Activist

**1967** Nominee for Nobel Peace Prize

**2015** Pacem in Terris Peace and Freedom Award

**2017** Honorary Doctorate by Education University of Hong Kong  
(for life-long contributions on mindfulness)



# 10-min mindPower™ Breathing Exercise Zero to Excel



# What Are Your Chosen Strength and Weakness



*\*A peak performing leader should have a balanced use of all 6 mindPower™ but HKU validated that executives are not balanced, and can improve with appropriate tools.*

# 6 Supporting mindPower™ Innovation Tools for Breakthrough

Visionary

Pragmatic



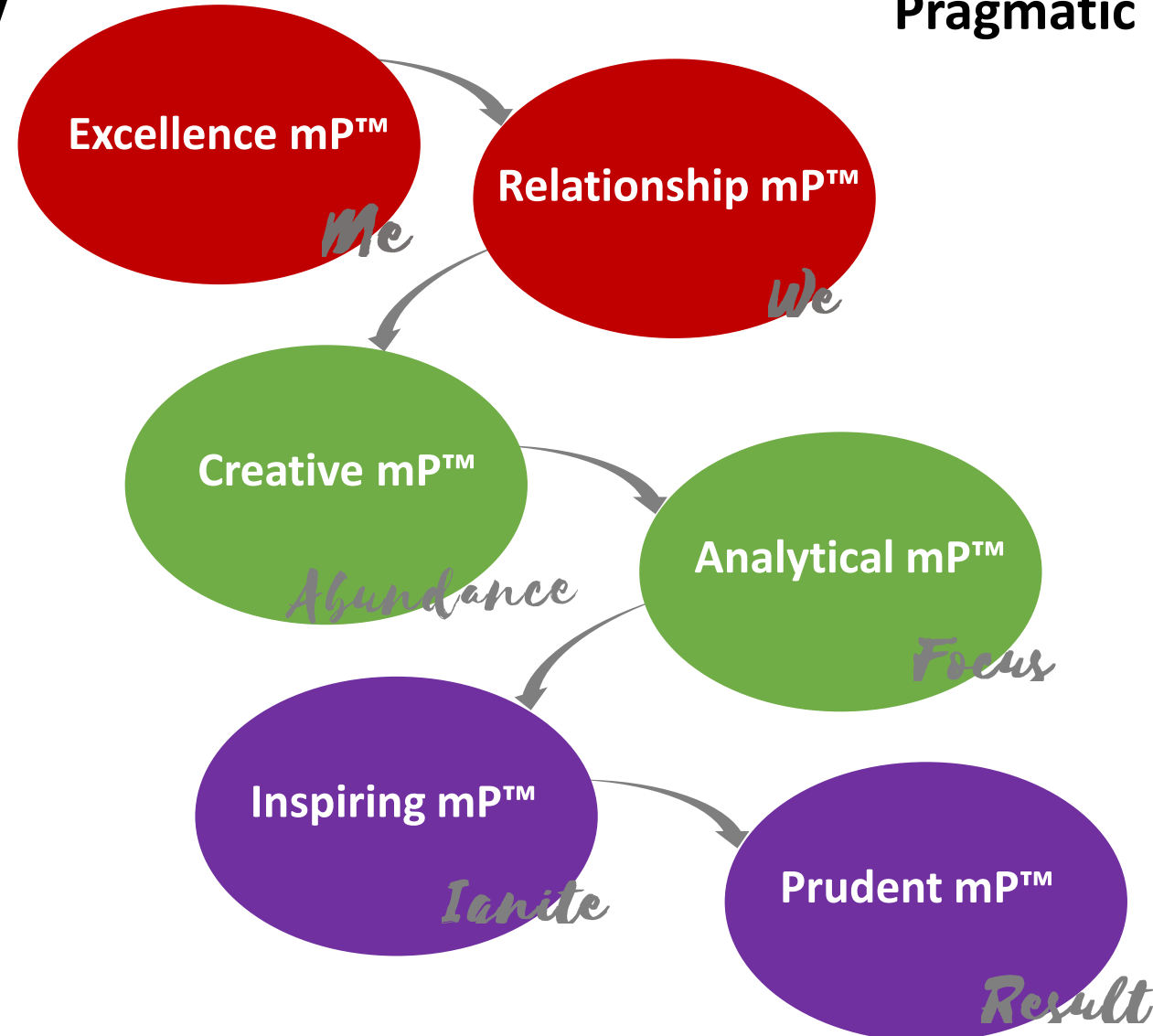
Ren



Zhi



Yong



# 360 Assignment Review

- What did you learn about yourself?
- Pair up with your buddy & share your learning

# Sharing of “Love Letters”

# Possible response to the assignment for different types

**Type 1:** Studious and abide the instructions to complete assignment

**Type 2:** Will complete assignment to prevent disappointing trainer

**Type 3:** Complete assignment with a purpose and will do immediately after class

**Type 4:** Take a lot of time to think how to write own letter (from choice of paper, pen, presentation format, tone, etc.)

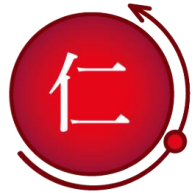
**Type 5:** Question the need the for this assignment, research the methods and different formats of letter-writing

**Type 6:** Worried about the assignment and afraid to be chosen to do sharing

**Type 7:** Will complete assignment out of curiosity and fun (not doing it seriously)

**Type 8:** Immediately jump into assignment, tend to be the first to volunteer to share

**Type 9:** Think a lot but very hesitant to write it all out



**Relationship mindPower™**

# Excel in Communications

# Effective Communications Role Play

## Teams and Names

	8	9	2	6
<b>General Manager</b>	John (9)	Samad (6)	Victoria (3)	Hedy (7)
<b>Sales and Marketing Manager</b>	Vicky	Josephine	Tiffany	Sammi
<b>Financial Controller</b>	Julian	Harsh	Sylvia	

# Role Play Case A – Senior Management

## Situation

- General Manager (GM) of a fast moving consumer product company was sent on a 7-week intensive leadership training program overseas
- GM assigned the Sales and Marketing Director and the Financial Controller to oversee the business during absence
- Upon return, GM noted that company performance is worse than expected and quickly arranged an urgent meeting with the Sales and Marketing Director.

## GM's Objectives

- Seeking an explanation to the situation
- Finding a solution
- Mapping out a concrete rectifying action plan to turn the business around



# Role Play Rules

- Group preparation – 15 min
  - Review the case
  - Plan the objectives of the discussion
  - Plan how to communicate
- Role play - 5 minutes maximum

# Excel in Relationships Role Play

Hot Button & mindPower™ in Action

## #8 – Challenger

De-motivator / Hot Button

- Control them
- Allow no room for decision-making
- Betray their trust

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #8 – Challenger

Guiding techniques in tapping on their mindPower™

- Respect their territory
- Encourage them to express their vulnerability
- Support them to ask for help when necessary
- Let them know failures only mean setbacks
- Advise them to be less aggressive on their expressions
- Suggest them to respect others' opinions and listen more

# Excel in Relationships Role Play

Hot Button & mindPower™ in Action

## #9 – Peacemaker

De-motivator / Hot Button

- Confront them directly
- Pressurize them
- Take advantage of their giving-ins

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #9 – Peacemaker

Guiding techniques in tapping on their mindPower™

- Help them to air out their true feelings
- Motivate them through appreciation
- Give them space and time when needed to get things done
- Support them to clear ideas in their mind
- Encourage them to get in touch with others
- Give them appropriate level of pressure to break their comfort zone

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #2 – Helper

#### De-motivator / Hot Button

- Their good and kind acts are not being appreciated or being rejected
- Query their underlying motive in supporting others
- Take advantage of their kindness

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #2 – Helper

Guiding techniques in tapping on their mindPower™

- Show them that they do not need to sacrifice their own needs in order to achieve the company's goals
- Help them to distinguish what is nice vs. what is right to do
- Make them to realize the importance of striking a balance between achieving company's goal vs. satisfying people's needs
- Let them understand effective leadership does not need to be in a pleasing style
- Reward them to make right but not necessary popular decision
- Encourage them to express their anger and pain when needed

# Excel in Relationships Role Play

Hot Button & mindPower™ in Action

## #6 – Loyalist

De-motivator / Hot Button

- Directly accuse them for being a coward
- Laugh at and make fun of their worries
- Disregard their loyalty



# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #6 – Loyalist

Guiding techniques in tapping on their mindPower™

- Hear them out, understand their concerns
- Let them know that they have the full support
- Reassure that they have the ability to achieve the task
- Support them to have a detailed plan and ignore the worries
- Appreciate their loyalty
- Delegate them the authority to act independently

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #1 – Reformer

#### De-motivator / Hot Button

- Direct accusation of wrong doings
- Query his integrity and possible violation of company policy
- Challenge their commitments and effort in getting things done

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #1 – Reformer

Guiding techniques in tapping on their mindPower™

- Hear them out, understand their logic and principle behind
- Loosen them up through appreciating and affirming their efforts
- Guide them to see different possibilities
- Let them see different principles and perspectives
- Encourage them to be innovative by being less rigid
- Let them understand making one mistake does not mean imperfect

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #3 – Achiever

#### De-motivator / Hot Button

- Challenge them that they are not smart enough
- Tell them that they have created a total failure
- Ignore their presence

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #3 – Achiever

Guiding techniques in tapping on their mindPower™

- Let them know that they are NOT what they do, they do not need to put all their self-worth in their tasks
- Encourage them to walk the extra mile
- Help them to set realistic goals and do not be deceptive
- Let them know being a team player is an achievement by itself
- Make them realize that they do not need to be overly competitive in order to show their capabilities
- Encourage them to appreciate other people's feelings

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #4 – Individualist

#### De-motivator / Hot Button

- Tell them they are just average
- Query the originality of their concepts
- Make jokes of their sentiment

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #4 – Individualist

Guiding techniques in tapping on their mindPower™

- Help them to distinguish between reality and feelings
- Encourage them to be more disciplined
- Motivate them to express their compassion in order to get in touch with others
- Let them realize that to be an effective team player they need to have consistent performance
- Show them they do achieve things in a unique way
- Ask them not to take comments personally

# Excel in Relationships Role Play

Hot Button & mindPower™ in Action

## #5 – Investigator

De-motivator / Hot Button

- Challenge their knowledge
- Query their analytical power
- Make fun of their persistence in searching for the truth



# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #5 – Investigator

Guiding techniques in tapping on their mindPower™

- Hear them out, let them present their opinions
- Help them to make timely decision
- Encourage them to express their inner feelings with their teammates and be more human
- Advise them to balance focus on the issue and reviewing on the big picture
- Support them to develop new ideas that break new ground
- Encourage them to listen to other's opinion

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #7 – Enthusiast

#### De-motivator / Hot Button

- Set rigid boundary
- Do not allow them to be playful
- Be critical to their creativity

# Excel in Relationships Role Play

## Hot Button & mindPower™ in Action

### #7 – Enthusiast

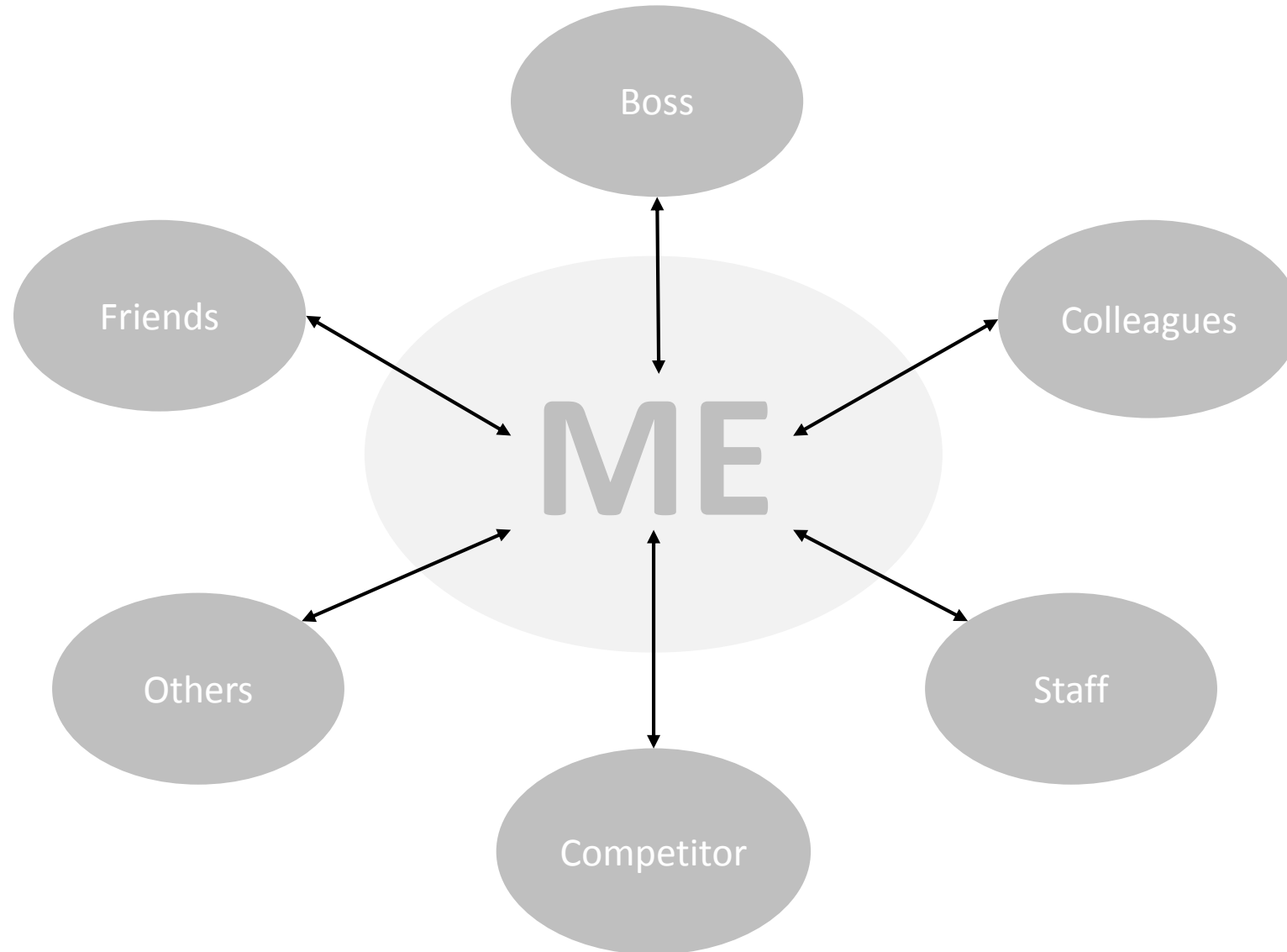
Guiding techniques in tapping on their mindPower™

- Help them to focus on task in hands
- Be open to their ideas
- Encourage them to be responsible for their outcomes while allow certain playfulness
- Support and guide them to follow-through on their commitment
- Encourage them to express their inner feelings including their pain
- Encourage them to establish long term relationship with others

# 7 Steps to Support Others for Mutual Success

1. Genuinely care about the other party – feel his/ her pain
2. Make no assumption
3. Hear them out
4. Praise effort & ask about the performance
5. Use magic words, ask questions to validate
6. Energy pacing
7. Support others to transform & achieve **Mutual Success**

# Your Success is My Success – From Me?



# Clear Perception – Recreate Condition for Excel Result

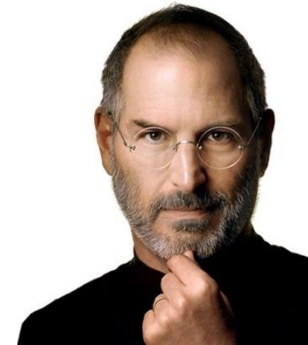
**WE**  
One World



# Conflict Management – #8 Challenger

## When Angry, Challengers ...

- 🔥 Feel intense surges of anger that propel them to action
- 🔥 Avoid feeling vulnerable or out of control, if possible
- 🔥 May withdraw entirely
- 🔥 Seek the counsel of individuals they trust and respect

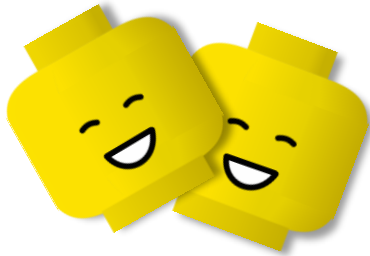


Steve Jobs

## Conflict Triggers

- 💥 Indirectness and deception
- 💥 Injustice
- 💥 Others not taking responsibility for their behavior
- 💥 Not feeling in control

# Conflict Management – #8 Challenger



## To Prevent Conflict

- ☐ Hold your ground and sense of personal power or they will not respect you
- ☐ When they are upset, let them fully express their anger. Then, express yourself with clarity and strength
- ☐ Be extremely honest and don't withhold information
- ☐ Remember, they sense deception immediately and will dismiss you
- ☐ Allow them to feel in control of situations whenever possible



# Conflict Management – #9 Peacemaker

## When Angry, Peacemakers ...

- 🔥 Usually say nothing
- 🔥 Have facial tension that may give a slight indication of anger
- 🔥 May displace anger onto someone or something not involved
- 🔥 Their anger may remain with them for periods of time

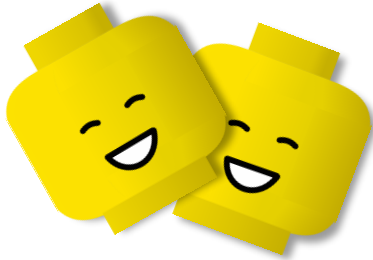
## Conflict Triggers

- 💥 Disharmonious situations;
- 💥 Chronic complaining;
- 💥 Not feeling seen or heard;
- 💥 Anger that is directed at them;
- 💥 Feeling pressured or directed to do something



**Ronald Reagan**

# Conflict Management – #9 Peacemaker



## To Prevent Conflict

- ☐ Show your willingness to see multiple points of view
- ☐ Ask them what they think without arguing with them or putting them on the spot
- ☐ If you are angry, express this gently
- ☐ Do not pressure them or demand things from them
- ☐ “Yes” may mean “No”, and that a “No” is an absolute “No”
- ☐ Do not be a chronic complainer or ask them for assistance when you really don’t intend to address the situation

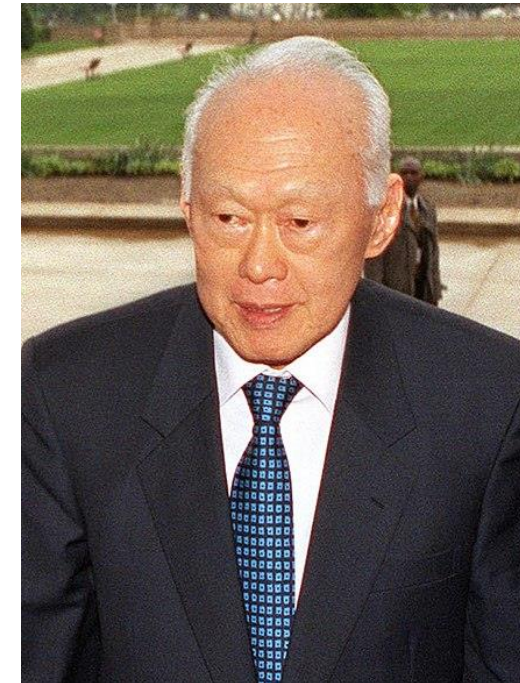
# Conflict Management – #1 Reformer

## When Angry, Reformers...

- 🔥 Use curt statements
- 🔥 Make accusations related to other issues
- 🔥 Show their displeasure non-verbally through facial expressions and backward body movements
- 🔥 Say nothing, even acting polite to the other person

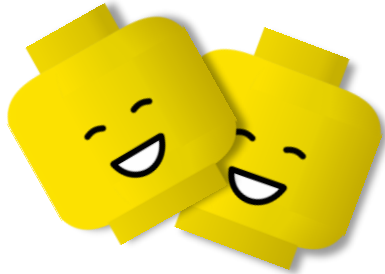
## Conflict Triggers

- 💥 Errors
- 💥 Incorrectness on their part or by others
- 💥 Another's lack of follow-through
- 💥 Feeling criticized
- 💥 Another's non-collaborative change of plans
- 💥 Feeling deceived



Lee Kuan Yew

# Conflict Management – #1 Reformer



## To Prevent Conflict

- ☐ Be thoroughly prepared
- ☐ Accurate and Precise, even during informal interactions
- ☐ Admit the mistakes, apologize, and be sure not to repeat it
- ☐ Be truthful, kind, and warm, and use direct but non-critical language
- ☐ Help them feel in control
- ☐ Keep them involved in all major and minor changes

# Conflict Management – #2 Helper

## When Angry, Helpers...

- 🔥 Keep angry feelings to themselves for long periods of time
- 🔥 #2s are intensely emotional when they do say something
- 🔥 Think through what they will say in advance if they can, including how they are feeling, why they feel that way, and what they believe the other has done wrong
- 🔥 Spontaneously erupt with a strongly negative remark

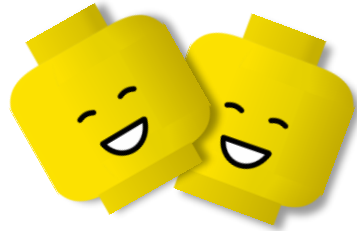
## Conflict Triggers

- 💥 Feeling taken for granted or taken advantage of
- 💥 Not being appreciated or valued
- 💥 Abusive behavior in others
- 💥 Being accused of having negative intentions



Princess Diana

# Conflict Management – #2 Helper



## To Prevent Conflict

- ☐ Reciprocate, but not in ways that make it look like an obvious exchange; be subtle
- ☐ Say thank you, don't assume that #2s will always help you, and never demand or assume that they will do something you ask
- ☐ Be warm, responsive, and respectful  
Contact them within 24 hours when they contact you, if at all possible.

# Conflict Management – #3 Achiever

## When Angry, Achievers...

- 🔥 Are unlikely to say they are upset until their anger builds
- 🔥 Use body language that is unlikely to give strong clues about their feelings
- 🔥 Ask a short sequence of structured, pointed questions as a way to make their point
- 🔥 Use a sharp tone of voice with clipped sentences to express themselves

## Conflict Triggers

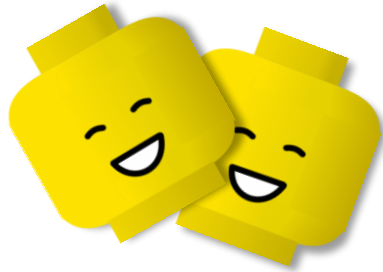
- 💥 Being in a position of potential failure
- 💥 Not looking good personally or professionally
- 💥 Being blamed for the poor performance or behavior of others
- 💥 Not receiving credit for what they have done
- 💥 Having to discuss emotional issues at length



**Bill Clinton**



# Conflict Management – #3 Achiever



## To Prevent Conflict

- ☐ Be and act competent
- ☐ Do what you have agreed to do
- ☐ Frame any issue as a problem to be solved and as a way to be more successful; do so without too much emotionality
- ☐ Act confident and professional, and never embarrass #3s
- ☐ Give #3s credit for their accomplishments, but never take implicit or explicit credits for what they have done



# Conflict Management – #4 Individualist

## When Angry, Individualists...

- 🔥 Experience multiple feelings simultaneously and intensely
- 🔥 Excessively analyze the situation in order to understand and be understood
- 🔥 May say something in an extremely blunt way
- 🔥 Can become extremely quiet; and hold on to their feelings for long periods of time

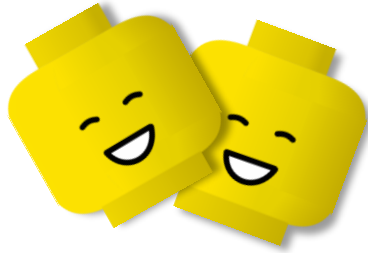
## Conflict Triggers

- 💥 Feeling ignored or slighted
- 💥 Feeling misunderstood
- 💥 Feeling cut off when they are expressing themselves
- 💥 Being asked to do something contrary to their values
- 💥 Anything that elicits the feeling of not being good enough



**Michael Jackson**

# Conflict Management – #4 Individualist



## To Prevent Conflict

- ☐ Listen to them until they are completely finished, and show that you understood what they said by paraphrasing both their content and its meaning (including their feelings)
- ☐ Be cautious not to interpret what they say or mean, particularly in ways that could possibly cause them to feel misunderstood
- ☐ Never say or imply that they are over reacting or are being overly sensitive
- ☐ Work hard to not compare them to others either implicitly or explicitly
- ☐ If their feelings get hurt, give them time to work through these feelings on their own

# Conflict Management – #5 Investigator

## When Angry, Investigators...

- 🔥 Say little
- 🔥 Pull backs
- 🔥 Retain the experience mentally and process it later when they are alone
- 🔥 May express anger directly and intensely as outrage when extremely angry

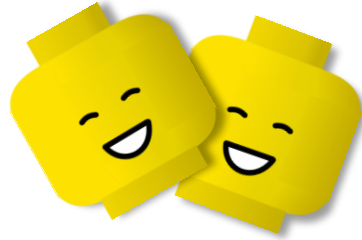
## Conflict Triggers

- 💥 Being surprised or startled
- 💥 Dishonesty
- 💥 Unpredictable or overwhelming work or emotionally-charged situations
- 💥 Experiencing another as invasive



Bill Gates

# Conflict Management – #5 Investigator



## To Prevent Conflict

- ☐ Maintain confidentiality at all times
- ☐ Give them ample forewarning
- ☐ Don't withhold information from them
- ☐ Give them 50% more physical space than you might need
- ☐ Deliver accurate and effective reports or projects to them on time; this is fundamental to their trust in you
- ☐ Don't make demands for their time or pressure them in any way to listen to your feelings or to be emotionally forthcoming

# Conflict Management – #6 Loyalist

## When Angry, Loyalists...

- 🔥 May withdraw
- 🔥 Become highly emotional and engage in intensive analysis
- 🔥 May be highly reactive and blurt out their reactions in ways they imagine and project their own thoughts, feeling, fears, and motivations onto the other person

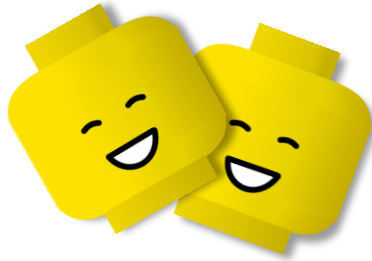
## Conflict Triggers

- 💥 Pressure (they already pressure themselves)
- 💥 Lack of genuineness and warmth
- 💥 Being told they're imagining something
- 💥 Lack of commitment and loyalty
- 💥 Abusive use of authority



**Warren Buffett**

# Conflict Management – #6 Loyalist



## To Prevent Conflict

- ☐ Don't discuss important issues with them when they look, sound, and act as if they are already feeling pressured
- ☐ Smile, be warm and sincere, and respond to their concerns before you express your own issues
- ☐ Never act like or tell them they are imagining something
- ☐ You can raise alternative scenarios as long as these are presented as possibilities
- ☐ Visibly demonstrate your loyalty to the group
- ☐ And do not act arbitrarily, overly tough, or in any way abusive to others

# Conflict Management – #7 Enthusiast

## When Angry, Enthusiasts ...

- 🔥 Avoid the situation by thinking of pleasurable alternatives
- 🔥 Rationalize their own behavior
- 🔥 May blame or condemn others when extremely upset or when they feel they have no available exit strategy

## Conflict Triggers

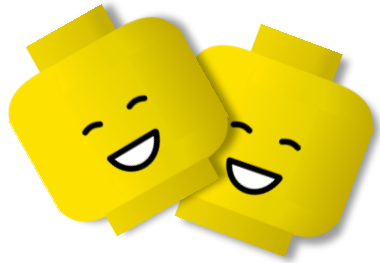
- 💥 Mundane tasks and lack of stimulation
- 💥 Not being taken seriously or feeling restricted
- 💥 Unjust criticism
- 💥 Having to focus on negative issues or problems



Richard Branson



# Conflict Management – #7 Enthusiast



## To Prevent Conflict

- ☐ Listen to all ideas and engage in dialogue with the topics they bring up, even if you don't think the idea has merits
- ☐ Don't be offended if they interrupt you; This is often an indication of their interest and enthusiasm
- ☐ Frame anything negative you want to say about them between two positive pieces of information
- ☐ Remember that they are sensitive to criticism of any sort
- ☐ Never imply that they are not being taken seriously or that you don't regard them as substantive



# Speed Read of 9 Types

## Extrovert



1 Righteous



3 Charming



7 Playful



8 Dominant



2 Warm

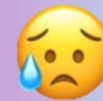
## Introvert



4 Moody



5 Poker Face



6 Worry

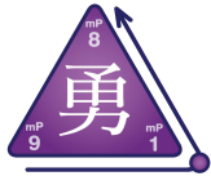


9 Cheerful

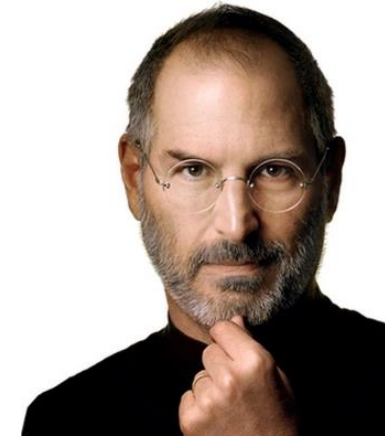
# What Are Their Types?



# Speed Reading



## #8 The Challenger 領袖型



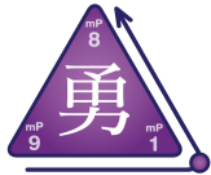
Steve Jobs

Appearance	Bold & authoritative
Way of Communication	Direct & Clear
Body Language	-Give intense nonverbal cues -Modulate voice tone for maximum impact
Typical Behavior	Direct
Energy Level	Have a strong physical presence, even when they are silent

### WORKPLACE BEHAVIORS

- *Like everything big, bold and strategic*
- *Macro-manage and micro-manage*
- *Intense and direct*
- *Protect certain people and groups in pursuit of justice*

# Speed Reading



## #9 The Peacemaker 和平型

Appearance	Easygoing and relaxed
Way of Communication	Flat
Body Language	Unfocused
Typical Behavior	Seldom express their ideas
Energy Level	Low energy

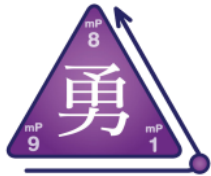


Ronald Reagan

### WORKPLACE BEHAVIORS

- *Affirming, approachable and facilitative*
- *Like clear, structured processes and details*
- *Can be passive-aggressive when under pressure*
- *Avoid conflict with others*
- *Blend and merge energetically*

# Speed Reading



## #1 The Reformer 完美型

Appearance	Sober
Way of Communication	Direct
Body Language	Look squarely in the eye
Typical Behavior	Can be critical
Energy Level	High energy



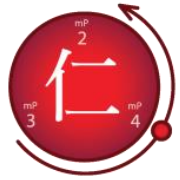
Lee Kuan Yew

### WORKPLACE BEHAVIORS

- *Lead by example*
- *Have highly discerning minds*
- *Have difficulty relaxing at work*
- *Delegate reluctantly*



## Speed Reading



## #2 The Helper 助人型

<b>Appearance</b>	Easygoing
<b>Way of Communication</b>	Proactive Communication
<b>Body Language</b>	Intense eye contact
<b>Typical Behavior</b>	Proactive in helping others
<b>Energy Level</b>	Outward

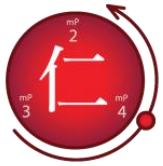


**Princess Diana**

### WORKPLACE BEHAVIORS

- *Empathize with others, focus on relationships*
- *Want others to feel motivated and well treated*
- *Act as if they have no needs*

## Speed Reading



### #3 The Achiever 成就型

<b>Appearance</b>	Like to draw people's attention
<b>Way of Communication</b>	Effective
<b>Body Language</b>	Full of body Language
<b>Typical Behavior</b>	Impatient to those they perceive to be incompetent
<b>Energy Level</b>	High Energy

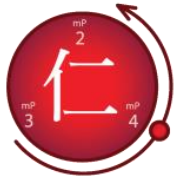


Bill Clinton

#### WORKPLACE BEHAVIORS

- *Focus intensely on goals and plans, enjoy competition*
- *Have well-developed interpersonal skills*
- *Become angry when obstacles block their goals*
- *Become abrupt and short-tempered under stress*

## Speed Reading



### #4 The Individualist 自我型

Appearance	Elegant
Way of Communication	Meticulous
Body Language	Little body language
Typical Behavior	Emphasize their uniqueness
Energy Level	Low Energy



Michael Jackson

#### WORKPLACE BEHAVIORS

- *Engage in extensive introspection*
- *Wants to be unique & moody*
- *Use self-referencing language*
- *Seek inspiration and want to be understood*



# Speed Reading



## #5 The Investigator 思想型

Appearance	Academia
Way of Communication	Reticence or talkative
Body Language	Focused
Typical Behavior	Like to show off their knowledge
Energy Level	Low Energy



**Bill Gates**

### WORKPLACE BEHAVIORS

- *Pursue information and wisdom*
- *Calm in a crisis*
- *Easily drained*
- *Self-reliant and private*

## Speed Reading



## #6 The Loyalist 忠誠型

<b>Appearance</b>	Down-to-Earth
<b>Way of Communication</b>	Detail minded
<b>Body Language</b>	Skeptical, Sober
<b>Typical Behavior</b>	Negative
<b>Energy Level</b>	Low Energy



**Warren Buffett**

### WORKPLACE BEHAVIORS

- *See themselves as problem solvers*
- *Seek and create like-minded and loyal teams*
- *Worry and procrastinate*
- *Respond with skepticism when under stress*

## Speed Reading



## #7 The Enthusiast 活躍型

<b>Appearance</b>	Energetic
<b>Way of Communication</b>	Funny
<b>Body Language</b>	A lot of movement
<b>Typical Behavior</b>	Scattered thought
<b>Energy Level</b>	High Level



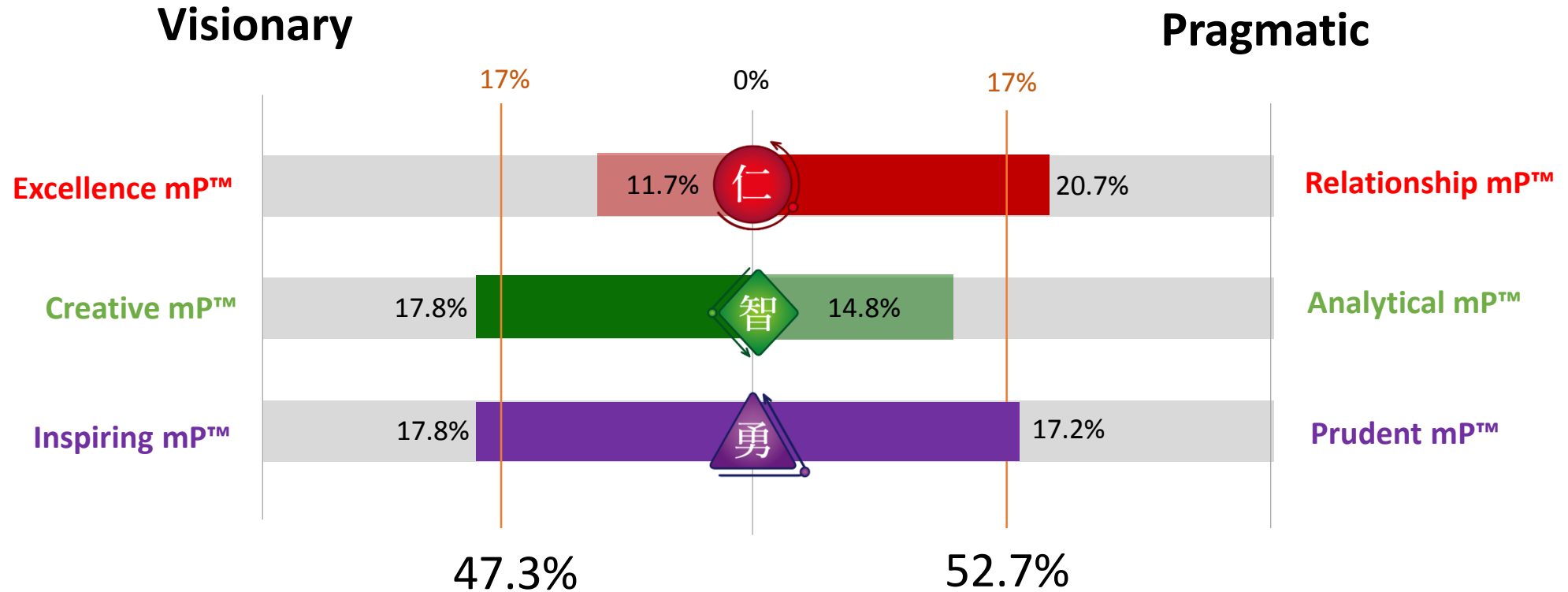
**Richard Branson**

### WORKPLACE BEHAVIORS

- *Adore idea generation*
- *Like everything to be positive*
- *Always in perpetual motion*
- *Dislike restraints, needing to keep themselves constantly stimulated*

# Your A-List mindPower™ Distribution Summary

You are a Pragmatic Leader who is strong at



*\*mindPower™ scored 16.7% or above indicates your strengths; areas scored lower than 16.7% indicates the lesser used/developed A-List attributes.*

# Your Major Wish List

Out of the 4 enhancement categories, you have chosen the below as your top priority:

## Personal Development

- ☐ Enhance my own performance
- ☐ Personal growth

## Work Performance

- ☒ Enhance team performance
- ☐ Enhance my work performance

## Career Development

- ☐ Getting promoted
- ☐ Changing job

## Entrepreneurship

- ☐ Start my own business
- ☐ Bring my business to the next level

You can now start your transformation immediately, by using the **mindPower™ Innovation Book** for a 30-Day Transformation.

# mindPower™ Innovation Book



## mindPower™ Innovation Book

Zero to Excel



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1

# mindPower™ Innovation Book

## Switch on Your mindPower

*Magnificent, Majestic, Compassionate  
A mighty creature lies asleep  
within you...  
Here, miracles are born*

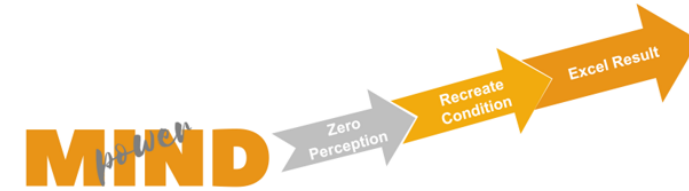
*With Every Success, Every Setback,  
None are Constant yet None will be Gone  
Zero is the power you embrace*

*You, the supreme being  
Switch on your mindPower,  
Ignite the fire within,  
with Zero to make new path*

*The time has come for your awakening  
The moment has come for  
The unicorn in you to emerge  
and turn your dream into reality  
Embrace Zero to excel & conquer your world*

**Annie Leung**

## Zero to Excel



The underlying concept of “Zero to Excel” is the unique core value of the mindPower™ Innovation model. This 3-stage approach focuses on having Zero Perception so as to Recreate Condition and finally driving Excel Result.

Based on 10 over years of transforming over 2,000 executives, many of them have the following mindsets before they breakthrough:

1. Heroic – Self-centric thinking that focus only own current successes
2. Victim – Passive thinking that plainly accepts everything that happened in life
3. Indifferent – No interest to maximize own full potential

However, they can successfully transform when they undergo the “Zero to Excel” journey. When they clear their perceptions and fixed beliefs, they can see an abundance of opportunities. Furthermore, when they have the appropriate tools, they are able to achieve breakthrough success.

No matter which mindPower™ that you choose to work on, it is important to first uncover and acknowledge your limiting belief before you can work towards clearing its accompanying perceptions. The exercises and tools in this book are designed to support you to bring your cleared mind to recreate new conditions and set effective actions to achieve excellence results, leading you from Zero to Excel.

# mindPower™ Innovation Book

## 6 A-List mindPower™ Definition

The 6 mindPower™ are categorized into



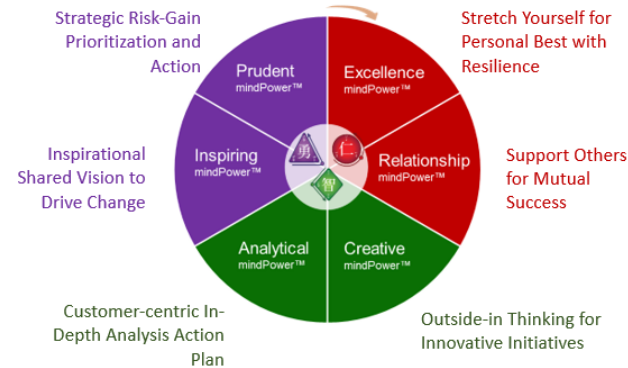
Self & People Innovation



Business Innovation



Strategic Innovation



*\*A peak performing leader should have balanced use of all 6 mindPower™, but the University of Hong Kong has validated that executives are not balanced in using all mindPower™, but can improve with appropriate tools.*

## 6 mindPower™ Tools Transformation Journey Summary

To best support individuals to transform, 6 mindPower™ Tools have been designed to effectively enhance each mindPower™. As these are 6 elaborated tools that require professional guidance, we have consolidated the key essence of each into 6 mindPower™ quick-win tools in this mindPower™ Innovation book for immediate application.

### 1. Excellence mindPower™ - Zero to Excel [Me]



The key concept in Zero to Excel is having a balance of Zero and One mindset to achieve improvement and abundance. Zero refers to a state of ultimate mindset freedom. When we can let go of assumptions and fixed beliefs, boundaries are broken, and new possibilities endlessly open up. Then we can use the power of One – to see through all distracting ideas and pick the truly valuable idea to realise. In this book, the quick-win tool **7-Level Deep** will guide individuals to drill deep into their own goals to uncover their hidden driving force in pursuing improvement.

### 2. Relationship mindPower™ - Mutual Excel Network [We]



The **Mutual Excel Network** centers around the idea of “Givers Gain”. When we embrace “Givers Gain”, we can be truly rewarded by being proactive in supporting others to achieve their goals. As we build a network of like-minded individuals, we will develop our very own support net and enhance the efficiency of achieving our goals. The **Find Treasure in Others** exercise encourages individuals to initiate discussion with their closed ones to understand their goals and set commitments and support them to achieve their goals.



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## 3. Creative mindPower™ - Chain-Innovation [Abundance]



**Chain-Innovation** defies the common misconception that innovation can only be done by those who are born creative. Everyone can gain an abundance mindset and innovate via a series of effective and structured tools to develop one-up innovative solutions in career and business. Its key essence is encapsulated by the **Reverse Thinking** exercise where individuals are led to turn their weaknesses into fresh opportunities and develop a brand new competitive positioning for themselves.

## 4. Analytical mindPower™ - Business Growth mindDer™ [Focus]



**Business Growth mindDer™** embodies customer-centric thinking, to go beyond the traditional functional product-driven mindset to connect to the 6 different Customer mindDer™ hidden self-image and purchase preferences. The **Customer-to-Business** exercise supports individuals to develop 6-in-1 general strategies for their business to answer the 6 mindDer™ needs.

## 5. Inspiring mindPower™ - SignatureMark™ [Ignite]



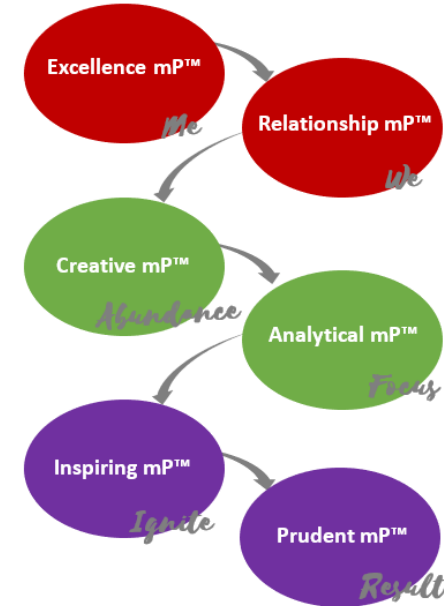
All world-class leaders have their unique leadership presence that not only leaves a mark on others but also inspires others to reach out and make their mark too. We call this their **SignatureMark™**. Our **LeadershipMark™** quick-win tool assists individuals to go from ME to WE, ABUNDANCE to FOCUS and develop their Unique Value Proposition.

## 6. Prudent mindPower™ - Personal to Business PEAK [Result]



**Personal to Business PEAK** focuses on delivering ideas into reality and equipping one with the skills to analyse risks and make strategic priorities. The **30-Day Transformation** is a structured quick-win tool to support you to make your first successful step to realise your breakthrough goal.

## 6 Supporting mindPower™ Innovation



My strongest mindPower™ is

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## My Weakest mindPower™ & Biggest Limiting Belief

Based on my A-List mindPower™ Assessment Report, I have chosen to work on my weakest mindPower™ in

My biggest limiting belief:

My desired mindset change is:

--	--

## My Immediate Breakthrough Goal

### First Milestone

To be achieved within 30 days:

# mindPower™ Innovation Book



## Excellence mindPower™ - 7 Level Deep Exercise

Going 7 Levels Deep – finding out your motivation deep down\*  
What is important to you about achieving your breakthrough goal?

To you, what is important in determining your success?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>

My Biggest Motivation

At the bottom of my heart, I want to  
And

Refined Goal

\* Regardless of which mindPower™ you choose, this is a mandatory exercise to discover the biggest motivation for you to achieve your goal  
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## Excellence mindPower™ - Belief Transformation

Limiting Belief



Cause of Problem/Obstacle



Negative Result

Abundant Belief

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*Excellence mindPower™ - Living Out Your Abundance Beliefs*

Action 1:

Action 2:

Action 3:



*Tip: Set SMART actions to clarify your ideas, focus your efforts, use your time and resources productively, and achieve what you want in life.*



• **Specific:** State what you will like to accomplish (Who, What, Where, Why)



• **Measurable:** How will you measure and evaluate the extent to which your goal has been met?



• **Achievable:** Setting stretch and challenging goals that are within your ability to achieve outcomes



• **Relevant:** How does your goal tie in with your key responsibilities? How is it aligned to your objectives?



• **Time-Bound:** Set 1 or more target dates, a "by when" to guide your goal to successful and timely completion (including deadlines, dates and frequency)

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Inspiring mindPower™ - Leadership Brand Building Exercise

What makes people follow you?

With the above in mind, craft a 2-min speech to introduce what kind of leader you are, and why others should follow you then share it with someone you trust to get their reaction.

Some examples of great inspirational speeches are:

Jack Ma Keynote at CeBit 2015

https://www.youtube.com/watch?v=78dvWZe\_d60

Steve Jobs 2005 Stanford Commencement Address

https://www.youtube.com/watch?v=Hd\_ptbiPoXM

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Prudent mindPower™ - Current Time Allocation Check

Based on the following segments, please rate how much time you spent on each in the past 6 months that prevented you from achieving your goal, and then reallocate your time accordingly:

Table with 6 columns: Before, After, Family, Friends, Work, Personal, Learning

Sum Total for Before and After: 100% each

Examples for Areas for Change

- Family: Spending time with family, doing activities, teaching children
- Friends: Spending time with friends, organising gatherings, catching up with old friends
- Work: Work productivity, prioritisation of work, taking on more responsibility in work
- Personal: Personal growth, health improvement, developing personal strengths and overcoming weaknesses
- Learning: Spending more time on reading, attending workshops, taking courses, being mentored by others

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Prudent mindPower™ - Daily Tracking Week 1
DAY 1 (Date: )
MIND
Zero Perception, Recreate Condition, Excel Result
Table with Positive Actions (+) and Negative Actions (-)
Daily Change
Daily Self Reflection (What have you done to change your perceptions, to recreate conditions and changing results?)
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Prudent mindPower™ - Weekly Review (Week 1)
BEFORE (Please refer to Page 11)
Limiting Belief:
Cause of Problem:
Negative Result:
NOW (Please refer to Page 11)
Abundant Belief:
New Action:
New Experience (Your Emotional Feeling):
Positive Result:
New Routine:
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# mindPower™ Innovation Book Exercise

## Going 7 Levels Deep

**Excellence mindPower™ - 7 Level Deep Exercise**

**Going 7 Levels Deep** – finding out your motivation deep down\*

**What is important to you about achieving your breakthrough goal?**

To you, what is important in determining your success?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>
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Why is it important for you to _____?	<input type="text"/>
Why is it important for you to _____?	<input type="text"/>

**My Biggest Motivation**  
At the bottom of my heart, I want to  
And

**Refined Goal**

\* Regardless of which mindPower™ you choose, this is a mandatory exercise to discover the biggest motivation for you to achieve your goal

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# 7 Level Deep Exercise Demo & Trial with Buddy

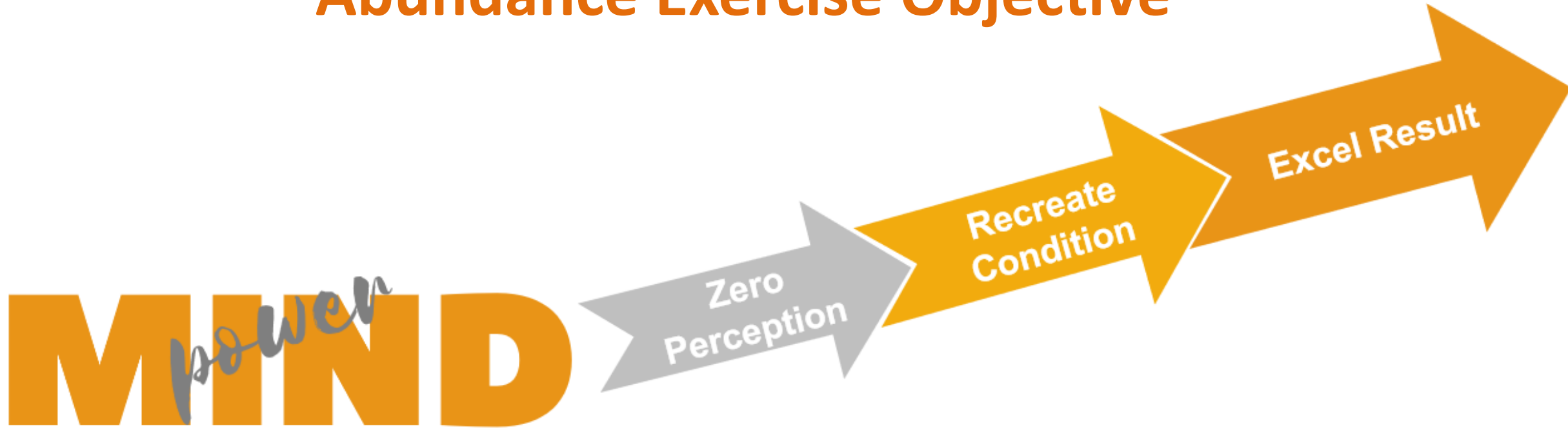


# Response Sharing

# Zero to Excel™

## Abundance Capsule Exercise

# Abundance Exercise Objective



**Guided exercise for participants to practice letting go of perceptions and judgements, visualise positive abundance thoughts for results**

# Positive Psychology (Scientific Research)

**“Studies show that positive psychology can alleviate depressive symptoms and increase overall well being, particularly in older adults.” (Wright, K. 2016. University of Pennsylvania Leonard Davis Institute of Health Economics)**

**“There is power in positive thinking. Positive emotions are linked with better health, longer life, and greater well-being. On the other hand, chronic anger, worry, and hostility increase the risk of developing heart disease.” (Harvard Medical School)**

**“Positive emotions also produce flourishing. Moreover, they do so not simply within the present, pleasant moment but over the long term as well. The take-home message is that positive emotions are worth cultivating, not just as end states in themselves but also as a means to achieving psychological growth and improved well-being over time.” (Fredrickson, B. 2011)**

# Co-Facilitator



## Ms. Sita Mak

### Founding President

Hong Kong Federation of Education Center

### Director of Training Services

Association of Mental Potential

### BA in Psychology

Upper Iowa University

### Major Clients



# Your Definitions of Abundance

- Abundance can be viewed from different dimension
- Abundance of wealth, time, friends
- Class focuses on a life of abundance, i.e. live with joy, love, healthiness and fulfillment to the fullest
- Extremely plentiful, extremely satisfied, always enough or more than enough, over-sufficient, never lack of resources without stress or worries, the richness and/or over-sufficient quantity in terms of qualities/resources/wealth/well-beings
- When one feels content and when one has no particular urgent needs/desire to fulfill
- All my family members are in good health
- Have my own apartment
- Travel with my family at least twice a year
- No worry about money
- With a stable job but retire before 60
- Happy and Grateful for what you have now, but still passionate to reach one's goals
- Abundance is a large quantity of something, if it comes to the life of a man, it would be a long story rather than a simple definition

# Briefing

**Exercise** Abundance Capsule

**Materials**

1. A bottle/container that is around 7" X 6" that can be sealed
2. Photos that represents what matters to you (can be from magazines)  
Or even little belongings
3. A small bag of rice, sufficient to fill your selected container

**Procedure**

Facilitator will guide you the below with precise visualisation exercises

1. Write down your breakthrough goal & anything you want in life
2. Set clear and reasonable deadlines
3. How to gain a positive & abundance mindset to achieve goal

# 10-min mindPower™ Breathing Exercise Zero to Excel



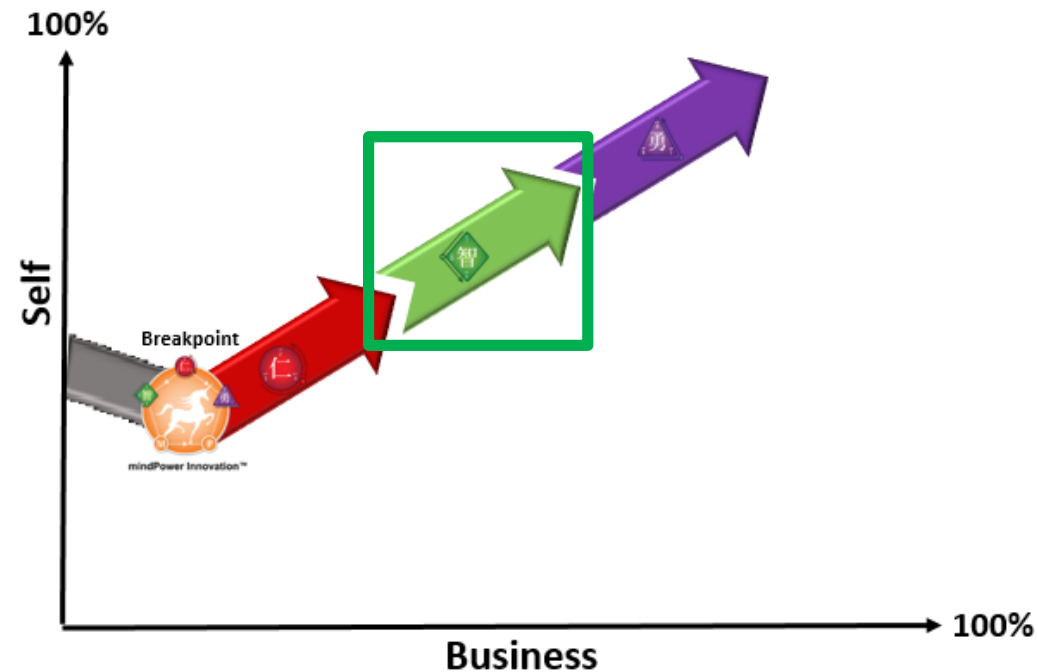
# Relationship mindPower™ - Mutual Excel Network

Support your buddy to accomplish the goal in next 30 days

You have **10 mins** to discuss with your buddy

## Day 3

**Date:** 3 March 2018  
**Time:** 9:30 AM – 7:00 PM  
**Venue :** HKMA Centre



# Reminder

1. Please bring your mindPower™ Assessment Report during coaching
2. Fill out the mindPower™ Innovation Book daily, share with your buddy weekly
3. Share insights with the coach during coaching