TAO 道學習 LEARNING

IGNITE CURIOSITY

Leadership Immersion Program

Leadership Immersion Program

We are a community that firmly believes in technology, travel, cultural exchange, and experience learning will provide wisdom and understanding of life. We connect companies & individuals with learning & research opportunities. We attract research scholars, professors, and skilled specialists who desire to impact the world. We have hosted from over 20 countries in the past 15 years.

The Ignite Curiosity Leadership Immersion Program is an innovative training in the latest technology and tools for professional development. We take time to deeply understand our students to develop tailored solutions based on client and global best practices. We provide an online and in-person experience that is serene & family-oriented for artists, healers, and business development professionals to work one-on-one with us to learn, create, and grow spiritually while developing careers. Our Ignite Curiosity approach is learner-centered, highly relevant, and participatory, with a focus on achieving measurable results for training investment. Whether you desire to own a company, upskill for internal promotions, refine your management skills, become a CEO, or become a Learning & Development Officer. Our Ignite Curiosity program is owned by the Tao Learning Institute, a 501c3 Non-Profit with the purpose of teaching STEAM Literacy.

Paths to Success

We encourage self-study and the main benefit of being with us will be seen in your ability to master the Self. You may find peace in your room and read some books to help your career, or you can meet up for a coaching session to advise your dream.

We coach trainees in financial strategies, business development, strategic thinking, team building activities, delegation skills, employee & client relations, investments, and so much more.

Whether you stay a month or four years with us, you will receive an unforgettable experience that sets the tone for your entire life.

We offer private suites and community boarding available with flexible financing. We also offer on-site careers & paid performance gigs for those desiring to finance their coaching on the fly while staying with us. We own farmers' markets and are partnered with local business events where you may immerse into the future of leadership development and technology industries.

Tao Pedagogy

Our Leadership Development Program (LDP) is designed specifically for leaders or managers. In other words, those navigating the in-between. Through experiential practice in a dynamic, peer-based learning environment, you'll strengthen your ability to manage complexity; balance competing priorities; and collaborate up, down, and across the organization to drive tangible results.

You must study & understand the fundamentals of our institute prior to arriving with us to ensure this is the right life path for you. We have different methods and philosophies than you have ever experienced anywhere else in life or in your childhood. Our goal is to naturally and calmly break down bad habits and retrain your reflexes and instincts to carry the charisma, integrity, passion, and diligent work attitude as seen in our Coaches.

During your training with us, we oversee your development as you teach lessons to the local community and implement our 7 Steps to Perfection. These 7 Steps are part of the larger philosophy designed by Matt Hackney. Our pedagogical process creates leaders, inner wisdom, and clarity.

In the first part of your training, you'll learn **Foundations of Leadership** - This course is designed to introduce participants to a variety of concepts and tools that are central to leadership, many of which will be covered in more depth in additional courses that will be taken as part of the certificate. As part of the course, participants will complete a leadership evaluation and receive a comprehensive report using Microsoft 365 Tools, and the topics of this course will reflect many of the areas of focus in this tool. Topics covered include effective communication, understanding others, using trust and humility to build effective teams and organizations, diversity & inclusion, self-coaching, moral intuitions, and gut reactions.

In the second part of your training, you'll learn **Values-Based Leadership -** This course explores ethical issues faced by managers & organizations and provides analytical frameworks as well as the most recent findings in human behavior to influence ethical decisions and strategies. Readings involve controversial case studies, insights from psychology and behavioral science, and a brief introduction to philosophical views. Participants will clarify their own values, think through managerial dilemmas, discover the diversity of viewpoints among their classmates, practice articulating recommendations compellingly, and find out how to avoid social and cognitive pitfalls that get in the way of values-based leadership through exercises, surveys, discussions, and personal reflection. Topics covered include responsibilities an executive has to shareholders, employees, customers, and society, identifying, understanding, and resolving values-based disagreements, overcoming psychological impediments to ethical decision-making, and implementing values-based leadership in one's own life, shaping an organization's value.

7 Steps to Perfection

Learn literally any skill with ease as Mr. Hackney gives the reader seven easy steps to follow. Author & professor, Matt Hackney is an entrepreneur and renaissance man who has mastered many skills, including ballroom dancing, book publishing, martial arts, stocks & investments, weight loss, modeling, and many more.

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Upon completion of our training, you will be a coach of a high standard who will have the ability to teach & mentor, a master of relationship building, and will have the ability to solve others' problems. This is a lifestyle, not a simple class you attend. You are your own judge and your ability to grow into the business world will prove your knowledge of leadership.
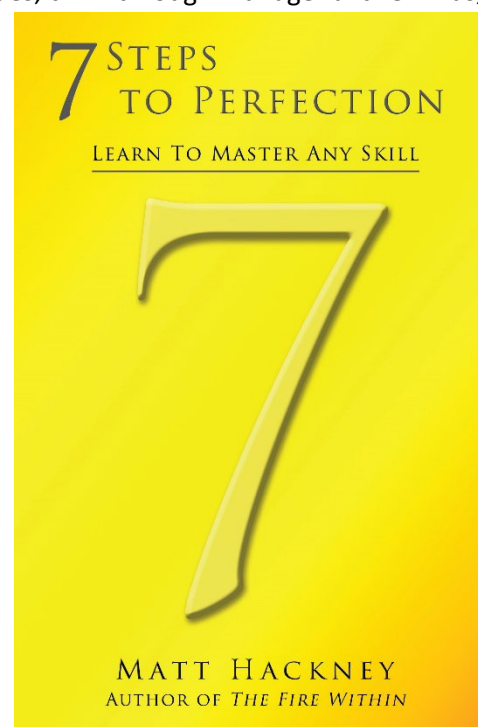
Live in Zen Spaces

We achieve this by having you live in spacious, Zen atmospheres without clutter or temptations in other directions. You will follow the Trinity Method of technology management while with us by Awakening yourself, Enlightening others, then becoming the Source of innovation and wisdom for your community around you. We know this can be a difficult process, so we offer guidance and patience while you come into a deeper understanding of the Self. We call this "Awakening the Om."

During training, you'll live in one of our community houses with other international guests while training in our culture to achieve new skills including room, board, and food at our partner location with Tao Cottages. You'll also get access to our community kitchen and community office space to learn about the business end of our institute. You will enjoy peace and serenity with ancient eastern influences. Let go of desire & find love for tranquility with our approach. We want to wish you a warm welcome.

Ignite Curiosity

Discover the magic of unlocking your inner intelligence. Work with a P-20+ STEAM Initiative where we enrich the lives of entire communities through education. We bring the love of learning to remote areas with hive mentality and our cloud friendly digital platform.

We use some aspects of flip-schooling while encouraging students to dabble in as many STEAM areas as possible that we think will be relevant in the next 50 years.

The SMILE Method™

The Self-Motivated Impact Learning Environment utilizes techniques for success. We encourage learning from preschool all the way to career growth with a SMILE - a Self-Motivated Impact Learning Environment. In this method, students go through a 5-step process to encourage themselves, ignite their own curiosity, find inner passions, collaborate with like-minded individuals who share similar goals and who are discovering the same subjects, and finally to engage in community development to share wisdom back with those who need it most.

SMART STARs

SMART Star is a daily activity which highlights the Situation, Tasks, Actions and Result of the particular project you are working on. We teach how to take ownership of your job and showing others that you're comprehensive in task management in a digital age.

5 Cs of 21st Century Learning

Preparing our students for the future amidst lightning-paced advancements in technological innovations requires our students to develop important soft skills. Apart from honing the indelible human touch, it is vital for them to develop a posture of learning that they can carry with them for a lifetime of growth and progress. For this, we subscribe to the 5C's, which are essential Learning Skills of the 21st century for shaping responsible Global Citizens who will become inspiring future leaders.

The Future of Work

In collaboration with the National Science Foundation and Microsoft Learn, you will collaborate and create in real time with teammates worldwide. Bring ideas to life with colleagues across all your devices with futuristic apps like Dynamics 365, SharePoint, Word, Excel, and PowerPoint. Easily share and access files wherever you are with secured OneDrive cloud storage. Protect what's important, Stay secured and productive on any device.

Note Hive

Participate in UX Design, Research, Narratives, Copywriting, and Data Analysis with Iguanas all over the world. IGUANA Notes™ (Intelligent Guidance Using Advanced Notebook Applications). We are partnered with multiple NGOs and corporations. We assist these organizations in content driven marketing and analysis to preserve culture and change lives. We provide over 30 hours of training videos with our expert editorial staff.

Focus Hive

Learn how to Build and Thrive in a DevOps Centric community for organizations that track employee metrics using our S.W.A.R.M. Intelligence System™ to increase productivity. We bring a new approach to project management with enterprise tools and creative implementations to cultivate company culture. You'll immerse yourself in the Focus Hive where we provide a robust platform to collaborate with managers and colleagues. Gain literacy in policy shaping, procedures to increase efficiency, business growth & scaling, and goal streaming with our unique approach known as ORBITAL Mission Control™.

IGNITE CURIOSITY

The SMILE Method™

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We have trained the same individuals for over 25 years and continue to encourage, inspire, and mentor curious minds of all ages. We curate learning environments to be peaceful, flexible, and all-encompassing with tools in place for the self-motivated to explore. Nobody wants to sit in small desks and get lectured, but on the flipside - teachers do not want to work with students who lack motivation.

As a SMILE Student™, you are responsible for your own exploration and your own curiosity.

The Curiosity Coach does not hold your hand through the learning process, but instead reminds you how valuable it is to make mistakes and also reminds you to engage in impactful learning. This style of learning has tangible results in your community instead of mundane homework with no real-world application. In this fashion, we are able to give internships and opportunities to students of all levels within companies and organizations who are partnered with us.

Join the Curiosity Hive

SMART STARs
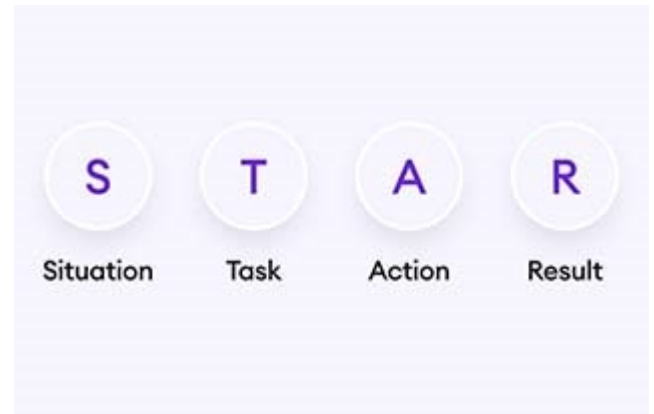
It is a method of tracking progress of everyone onboard a project. STAR stands for situation, task, action, and result.

ST: Situation/Task - Explain the situation or task.

A: Action - Give details about what you or another person did to handle the situation.

R: Result - Describe the consequences, and why the action was effective/ineffective.

The concluding SMART Star is similar to the initial SMART Star that you write at the beginning of your shift. Every concern that was addressed in the initial Star must be resolved during the duration of your shift and reported in the concluding Star. It should also state your progress and how your contribution has affected the project. SMART Star should have a comprehensive assessment, reflecting your work.

We work with our clients and create sprints–defined periods of time in which we can accomplish specific tasks–to help them reach their own unique objectives.
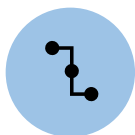
DEFINE: Agree on what you're building and who it's for. Create a backlog of all the things you need to do to get there.

PLAN: Make an action plan for the next two weeks based on your priorities from the previous sprint.
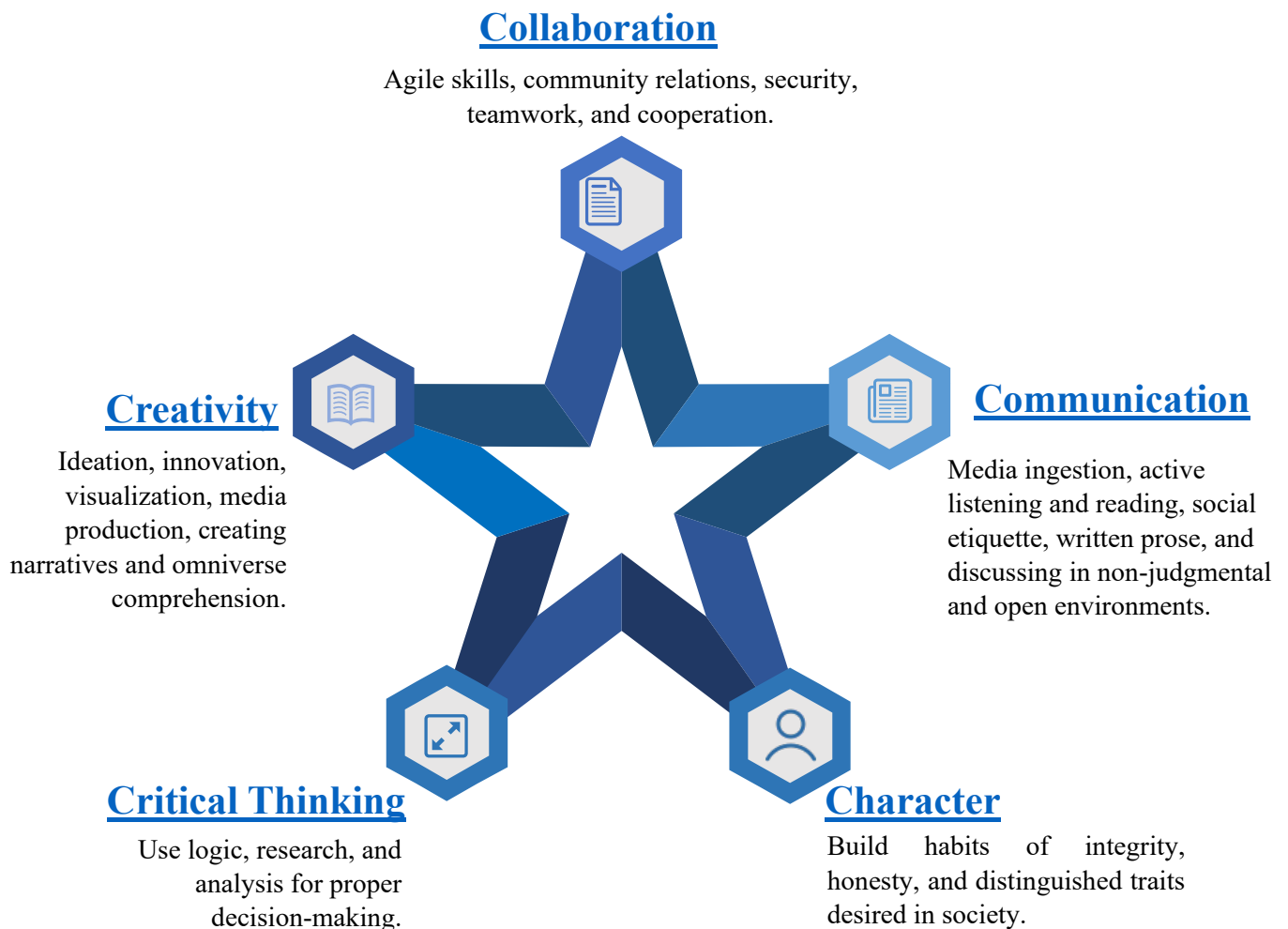
BUILD: Develop your product in small iterations so that you can evaluate it with real users early and often.

SMART STAR is an integral part of the Future of Task Management. It is a way for you to discuss your task and project through your achievements, accomplishments, and hard work. It's about taking ownership of your job and showing others that you're proud of what you do. We are of the opinion that if you take communicate clearly in the work that you have planned or are doing, then the project will have more success. This is a part of "Requirement Engineering" and is a continuous step in our daily tasks towards finishing a goal. When done frequently, it encourages other people to get excited about the project as well.

5 Cs of 21st Century Learning

Our pedagogical approach focuses on pillars of learning innovative areas important for future generations joining the workforce. This approach shifts focus away from traditional education and into areas which promote self-learning, social interaction, and technical abilities using business intelligence needed in an ever-changing society.

Collaboration

Agile skills, community relations, security, teamwork, and cooperation.

Creativity

Ideation, innovation, visualization, media production, creating narratives and omniverse comprehension.

Communication

Media ingestion, active listening and reading, social etiquette, written prose, and discussing in non-judgmental and open environments.

Critical Thinking

Use logic, research, and analysis for proper decision-making.

Character

Build habits of integrity, honesty, and distinguished traits desired in society.

IGNITE CURIOSITY

The Future of Work

The Modern Workforce

A new culture of work is here. It's open and collaborative, letting you work together securely, from anywhere in the world on any device. Learn how to empower yourself for the modern workplace with knowledge of Microsoft 365 solutions.

1. Create Microsoft Account

☐ Go to www.office.com

☐ Choose "Sign up for a free version of Office"

2. Complete Microsoft Modern Workplace Training

Go to the Modern Workplace Training website and complete the following checklists.

I. Get My Work Done:

> Whether on your commute or out having coffee, use Microsoft apps and services for iOS and Android to stay connected. Install these free apps now for your communications, your social network, and get to the things that matter faster.

- ☐ Stay Connected
  - i. Setup Email on Your Mobile Device
  - ii. Manage Your Calendar
  - iii. Connect LinkedIn to Outlook
- ☐ Take and Read Notes
  - i. Take Notes
  - ii. Draw and Write Your Notes
  - iii. Share Your Notes with Others
- ☐ Develop Impactful Content
  - i. Bring Your Slides to Life with Designer
  - ii. Get Ideas in Excel
  - iii. Excel Data Types
- ☐ Access Your Files on Any Device
  - i. Use the OneDrive Mobile App
  - ii. Use the Word Mobile App
  - iii. Share Files and Folders
- ☐ Save Time
  - i. Understand how you spend your time with My Analytics
  - ii. Sync your clipboard
  - iii. Find your stuff in Windows
- ☐ Stay Secure and Private at Work
  - i. Stay Secure and Private at Work
  - ii. Sign in with Windows Hello
  - iii. Restrict Changes to Files
  - iv. Stay in Control of Your Privacy

Get Work Done with My Team

> Whether you're working with teammates from inside or outside your organization, Microsoft Teams creates a hub for teamwork. Keep your shared files in a single secure

location that everyone can access. And with chats, meetings, and calls, everyone has the right tools to stay connected no matter where they are.

- ☐ Create and organize teams
    - i. Get your team running
    - ii. Teams and Channels
- ☐ Optimize team conversations
    - i. Start Chats and Make Calls
    - ii. Use @mentions
    - iii. Send email to a channel
    - iv. Filter Your Activity Feed
- ☐ Work Together in Microsoft Teams
    - i. Add Tools with Tabs
    - ii. Add a Plan
    - iii. Work on a File Together
    - iv. Connect with SharePoint
- ☐ Manage Meetings
    - i. Create Instant Meetings with Meet Now
    - ii. Manage Meetings
    - iii. Move around in a Meeting
    - iv. Hide Notifications during Your Presentation
- ☐ Collaborate on Files
    - i. Save and Share Files
    - ii. Co-Author with Others
    - iii. Use Comments
    - iv. Use @mentions

Get Work Done with My Org

Learn the various communication and connection mediums available inside of Microsoft 365.

- ☐ Yammer
    - i. Yammer: Your company's social network
    - ii. Sign In
    - iii. Notification in Yammer
- ☐ SharePoint
    - i. SharePoint: Your company's home base
    - ii. Find and follow sites, news, and content
    - iii. Stay connected with the SharePoint mobile app
- ☐ Microsoft Stream
    - i. Microsoft Stream: Your company's video portal

MICROSOFT 365 COURSES:

- ➤ Demonstrate fundamental knowledge of Microsoft 365 productivity and teamwork capabilities
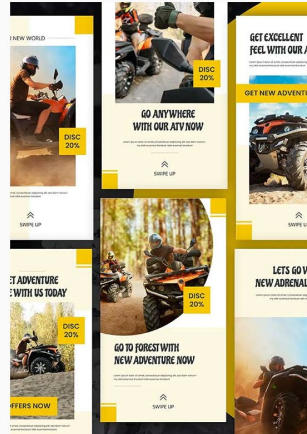- ➤ Discuss Azure Fundamental Concepts

NOTE HIVE

Collaborate using IGUANA Notes™

Intelligent Guides Using Advanced Notebook Applications

Anthropology	Narratives	Analytics
UX, UI, & BEHAVIORAL SCIENCE	**BRANDING, STORIES, & CONTENT**	**RESEARCH & DATA SCIENCE**

Note Hive is a community for members who contribute to Intelligent Guidance Using Advanced Notebook Applications (IGUANA). Notebooks are extremely advanced compared to notebooks from just a decade ago. The pioneering scientists of the future use IGUANAs which have the capability of holding data visualizations, dynamically updated knowledge, can be collaborated on from anywhere in the world, and can hold quizzes, statistics, and so much more.

IGUANAs can even hold computer programming algorithms with options such as Jupyter Notebooks and Markdown Notebooks.

In this section, you will be introduced to IGUANAs and learn how the future of the workplace is finding new recruits directly inside IGUANAs and their affiliated applications.

We'll also introduce you to some supporting frameworks and social networks where you can find a large number of Note Hive members.

PROCUREMENT WITH THE FOLLOWING ORGANIZATIONS

IGNITE CURIOSITY

1. Join the Note Hive

You can use The SMILE Method™ and join for free, or subscribe to a monthly program for guidance.

2. GitHub Learning Lab

With GitHub Learning Lab, grow your skills by completing fun, realistic projects. Get advice and helpful feedback from the GitHub friendly Learning Lab bot.

➢ First Day on GitHub

Even though this is titled "First Day", prepare for 1-2 weeks to complete this material if you are non-technical.

➢ Learn Open Source with Good First Issues

Learn how companies and projects big & small are making use of #GoodFirstIssues (GFIs) inside Repositories (Repos) or on ANAs and learn how you can make a difference while learning.

➢ Select an Organization below and browse their GFIs

The following organizations are affiliated with our learning program and have made a commitment to hiring job seekers who make contributions to their Repos through GFIs.

Tao Fruit – Creative Agency focused on Web Design
GAPP – Web & Application Design Agency
Northern Ark – Business Incubator
Tao Learning – Non-Profit in Education
Tao Precision – Construction & Architecture
INSTAR Lab – Research Institute & Artificial Intelligence

3. Bonus GitHub Courses:

➢ Prepare to use GitHub

➢ Introduction to HTML

➢ Become an Open Source Enterprise

4. Continued Learning
    a. Find Pathways at Ignite Curiosity
    b. Learn Microsoft Skills for In-Demand Jobs

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LEARNING

FOCUS◈HIVE

Literacy in Team Communication

Distributed teams need policy and procedure around which software to use, when, and in what context is appropriate. We set the standard.

## Cultivate Inspiration & Motivation

Learn to Create an atmosphere that encourages a productive lifestyle with healthy choices, a strong work/life balance, and experiential learning for your team.

Integrate Microsoft 365 Operations

Use the Microsoft ecosystem to its fullest potential under the guidance of our Community Managers who are innovative and know the trends.

Build Enterprise Interactivity - Discover Your Culture

We teach business incubation using a dream accelerator. We bring executive level business strategy and mix it with a fun workspace to create an upbeat, intelligent, and productive environment. We have built the culture for beautiful startups and redefined numerous Fortune 500s' digital workspaces.
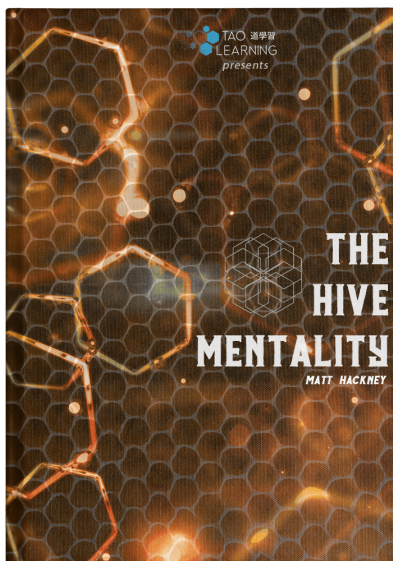
Learn Hive Mentality

Use our unique strategy to make best use of digital tools which blend the best aspects of organization, flexibility, and productivity. Find your Focus with members all over the world.

Build Your Own Hive

Find harmony within the chaos as you create structure around yourself and your organization. Our procedures, policies, & tools create a compelling atmosphere that structures all your work and is easily accessible by your staff.

Best-Practice DevOps & ERP Platform

Our Hives are central focus for teams that need an adaptable environment with multiple branches, multiple departments, yet can still scale to enterprise needs.

Learn How to Build Powerful Teams & Track Productivity

Our SWARM Intelligence System™ increases collaboration, allowing you to cultivate amazing culture. This system standardizes communications, implements innovative artificial intelligence, and utilizes business intelligence to take your team into the future.

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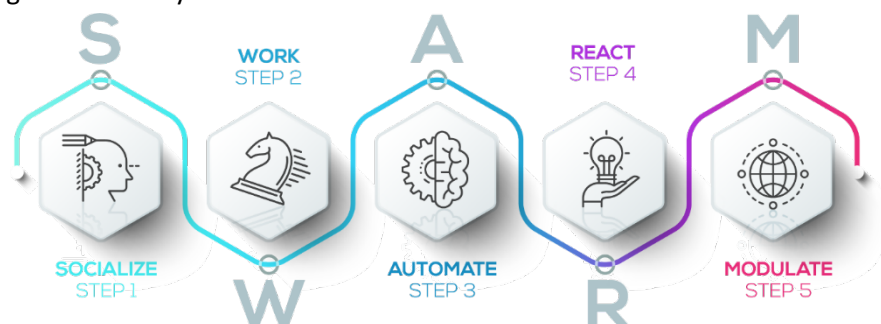
Agile Project Management

We teach a variety of tools such as the entire Atlassian Suite for Project Management so you may streamline projects and organize teams for long-term success. You may get started on this training at Atlassian University to quickly gain literacy in the fundamentals of technical project management.

Agile project management is an iterative approach to managing software development projects that focuses on continuous releases and incorporating customer feedback with every iteration.

Software teams that embrace agile project management methodologies increase their development speed, expand collaboration, and foster the ability to better respond to market trends.

We teach everything you need to know to get started or refine your agile project management practices.
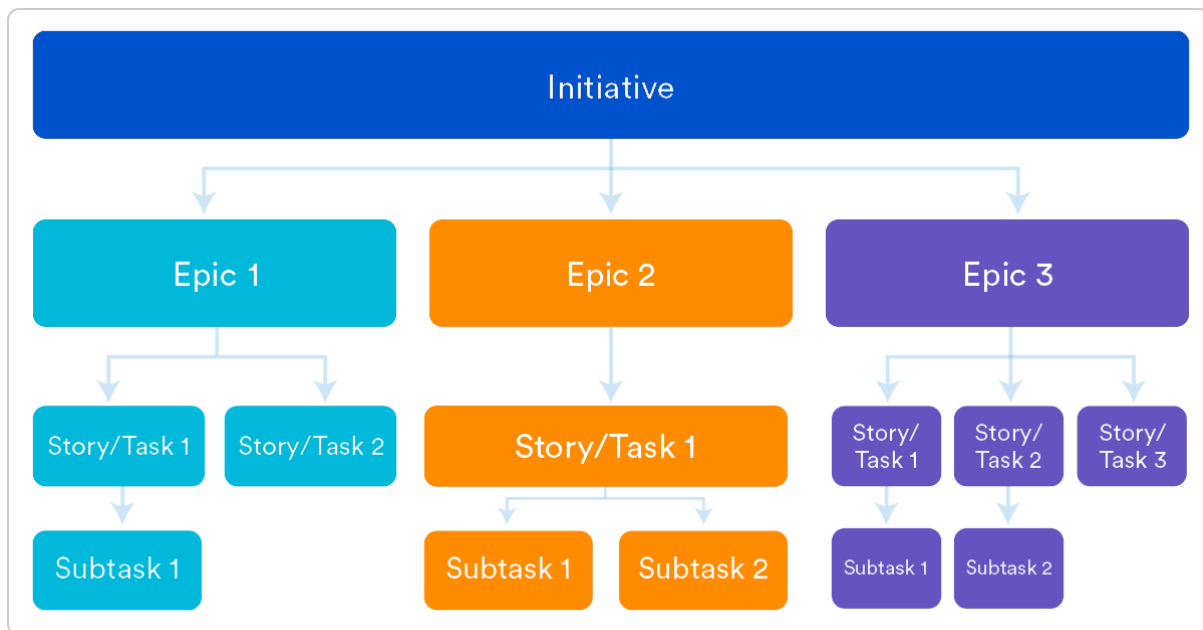
Curiosity Score™

Learn to Create Detailed Staff Usage Analytics

Rich reporting for SharePoint, Dynamics 365, PowerApps, Azure, MS Teams, Office 365 Apps, Logins, Emails, and Chats. Provides insights, reports, and auditing capabilities specifically for your team. Take control of your distributed team with full transparency into software adoption and usage.
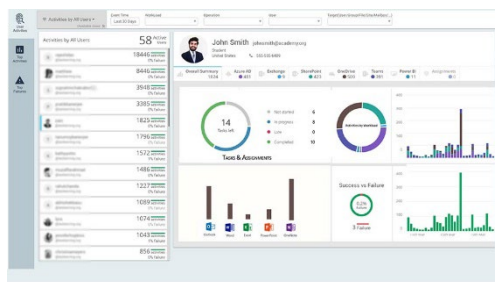
Scheduled reports can be automatically emailed to managers and communication directors. Keep an accurate count of resource usage and efficiency as you grow your team. Great to share with stakeholders, board members, and used to give structured performance metrics on an individual basis. Available exclusively for our Enterprise Clients.

Ignite Curiosity

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