

*The*  
**MIGHTY**

**MANUAL**

EDITION 02



*The*  
**MIGHTY  
MANUAL**

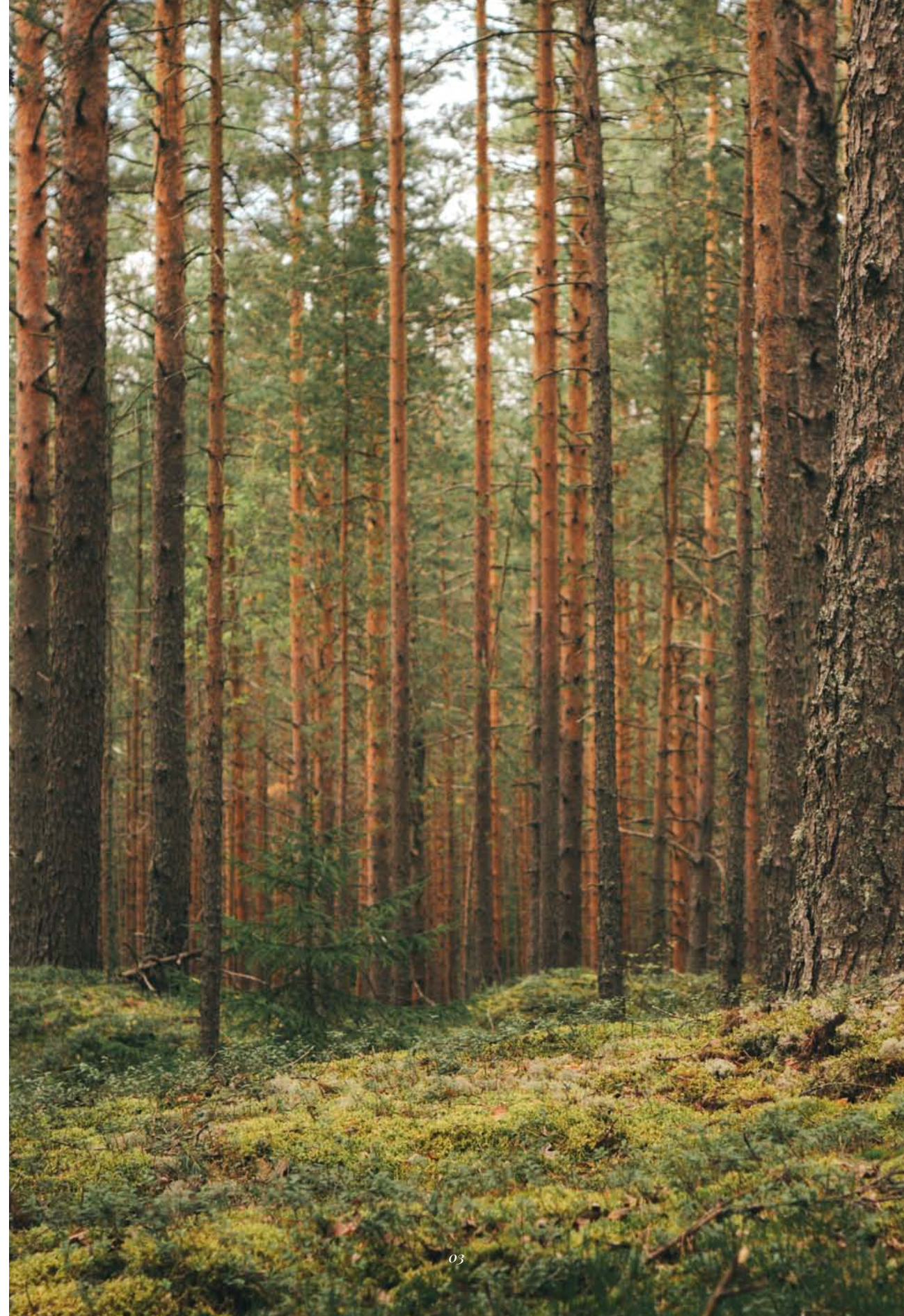
**MIGHTY  
CULTURES**

# A Note from Our Co-Founders

We've always been known for challenging the status quo, and how we built Mighty Cultures is no different. From day one, we wanted to flip the script on the consulting industry: to build an amazing company that both helps our clients and their people achieve more AND helps our team thrive both in and out of work. It's our actual dream come true to witness this wonderful group of Mighties transform each other and the working world through the simple power of people and progress. We are thrilled to have you as a part of this special team that is already creating an impact beyond what we'd imagined. Our hope is to continue to pave new roads and create a future filled with infinite opportunity – together.

Thank you for being here! We can't wait for you to get started.

**- Kate & Julian**



# Welcome to Mighty Cultures!

We're thrilled that you're joining our incredible team. At Mighty, we're all about pushing the boundaries — and it's people like you that make it possible. This Manual, your Role Levels, The Success Accelerators, and The Mighty Method, are all designed to power your journey with enthusiasm, confidence, and a sense of adventure.

## Let's begin with a metaphor...



You're behind the wheel of a brand-new car (imagine your dream car — or maybe a bright green Vespa to keep it interesting) trekking through a new terrain called Mighty Cultures.

**The Mighty Manual** is your on-board computer and it's where we begin! This is where you'll find everything you need to know about how your car works, from the essentials to the shiny new bells and whistles.

**Your Role Levels** are your GPS system. They'll help you calibrate your every turn so that you're steering through the journey successfully.

**The Mighty Success Accelerators** are more than just fuel — they're the exact kind of energy to get started, pick up speed, and maintain momentum.

**The Mighty Method** is your interactive roadmap packed with the practices, tools, and ideologies you need to navigate confidently, no matter where you're going.

We're so looking forward to being by your side and ask that you remember these wise words from one of our founders along the way...

**"Joy is the journey" - Kate Worthey, Founder**

Alright, enough with the metaphors. Let's jump into this manual and hit the road.

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# The Success Accelerators

Throughout this manual, you will notice three terms that show up in bold. These are our three Success Accelerators.

The Success Accelerators power how we work and guide everything we do as a team. We expect every member of Mighty to embrace our Success Accelerators and lean on them in all elements of their work. **Get to know them here:**

## Simple is Beautiful

We clear out the noise to pave the way for what truly matters.

The world is full of noise, and it's easy to get lost in the "busy." We believe our best work comes from stripping things back, not adding more. **We clear out the noise to pave the way for what truly matters.** Before we add a feature, a slide, or a meeting, we ask: "Does this make the path clearer?"

- **Do:** Edit ruthlessly. If a sentence, a design element, or a meeting isn't adding value, cut it.
- **Don't:** Hide behind jargon or complex processes to make the work seem "smarter."

## Bring the Magic

We put a creative spark into everything we do to inspire people forward.

Functional is fine, but "fine" doesn't change anything. We want our work to feel alive. We believe that a little extra heart and creativity can be the catalyst for someone else's success. **We put a creative spark into everything we do to inspire people forward.** We look for that extra 10% that turns a project into a moment that actually sticks with someone.

- **Do:** Look for the "surprise and delight" moment in every deck, email, or workshop.
- **Don't:** Treat a project like a checklist. "Done" is the floor, not the ceiling.

## See it Through

We stay with the work and do whatever it takes to deliver real-world impact.

Great ideas are easy; finishing them is the hard part. We pride ourselves on being the team that thinks ahead and doesn't quit when the "messy middle" of a project gets tough. **We stay with the work and do whatever it takes to deliver real-world impact.** We're agile, we're gritty, and we don't stop until we've crossed the finish line and made a difference.

- **Do:** Own the outcome. When a roadblock pops up, pivot and find a new way to the finish line.
- **Don't:** Say "that's not my job" or let a project fizzle out because it got difficult.

# The Mighty Experience



When we built Mighty Cultures, we knew we had to create an experience that keeps us at the forefront of workplace innovation. We wanted to create a work-life experience that enables you to live your best life, not to get in the way of it.

We don't just talk the talk; we walk the walk. Clients come to us to help them build world-class cultures and workplaces, so it's only right that we lead by example. Our culture is designed to inspire, energize, and support every member of our team. And we're not stopping there. As Mighty Cultures continues to evolve, so will our commitment to expanding, refining, and enhancing our workplace experience.

## As a Mighty, here's what you can expect from your work experience:

### 01

#### High-Impact Work

You'll take on high-profile projects for major clients, directly shaping the work lives of thousands of people. With real ownership and the power to make a lasting difference, your contributions will truly matter.

##### Action It: Connect with Transformation Leads

- Schedule time with the Transformation Leads on our key accounts to dive deeper into our projects and see The Mighty Method in action.

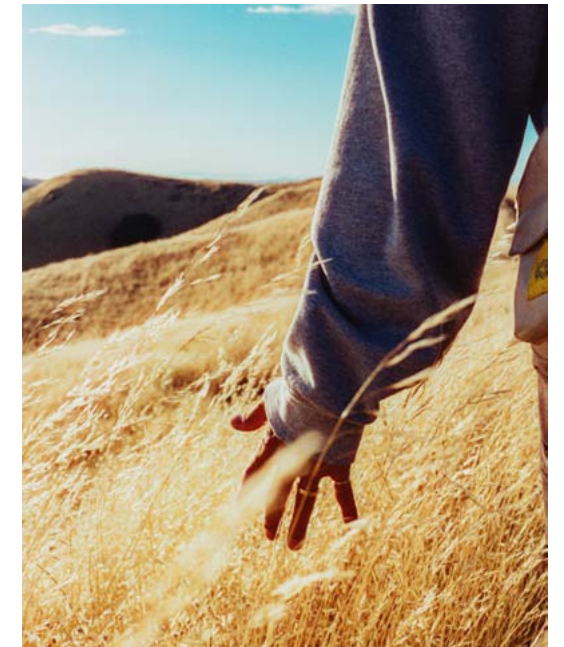
### 02

#### Always-On Growth

We believe growth happens every day. That's why learning and development are seamlessly integrated into your experience. From weekly learning sessions (Sparks!) to our People Growth Process, we're here to support your professional journey. Our People Growth Process is a systematic method that includes clear company-wide role expectations, quarterly goal setting, and ongoing development conversations, designed to help every team member level up on a consistent basis. To take this even further, we offer an annual \$500 conference stipend to help you expand your knowledge of the culture transformation space and stay ahead of the latest trends.

##### Action It: Define Your Areas of Growth

- Prior to our next Quarterly Goal Setting Spark, reference your Roles Levels document to gain a clear understanding of the skill development needed to 'level up' in your role.



### 03

#### Work-Life Harmony

We've reimaged the workweek to maximize energy and flexibility. Work from anywhere that inspires you, start your Mondays a little later, and wrap up Fridays a little earlier when the workload allows. If you think better outside the home, we offer a \$100 monthly stipend toward the co-working space of your choice. Just submit your monthly receipt into our employee platform from the co-work you're a part of, and you're all set.

##### Action It: Block Time for Creativity

- Add a weekly block to your calendar that holds you accountable to getting out of the home and working from a new space. This can be a great way to unlock fresh, new, creative ideas.

## 04

## Year-Round Inspiration

We've built in time for rest, adventure, and connection throughout the year. Enjoy two annual company trips (Rallies!), 15 days of holiday shutdowns (including the week between Christmas and New Year's), and unlimited paid time off. This ensures you have plenty of time to travel and explore or take personal time because you're sick, moving, etc. Important to note: All PTO needs to be approved prior to taking it off. To request PTO, follow this checklist:

## Mighty PTO Checklist:

1. **Check** the MC PTO Calendar for conflicts with other team members PTO. Then, check your project plans for conflicts with major client deliverables.
2. **Ask** your Squad Leader about the dates you'd like to take and share your coverage plan.
3. **Submit** your PTO dates in our employee portal for approval, our preference is that trips are 1 week long and approved at least 6 weeks in advance.
4. **Prepare** yourself and your team by completing work ahead of time and creating a coverage plan using exceptional Project Leadership.
5. **Enjoy** your time off!

## Action It: Plan Your Year

- Plan a trip that you're excited about this year and add it to your calendar. While you're at it, check April and November for the weeks of our upcoming Mighty Rallies!



## 05

## Zero-Stress Healthcare

Healthcare shouldn't be complicated or stressful. For US based Mighties we cover 100% of the premiums for healthcare, dental, and vision plans, along with long- and short-term disability insurance. For international Mighties, we offer a fixed monthly stipend to go directly towards covering your health care costs. Thinking of growing your family? We're here to support you. Primary caregivers receive three months of fully paid maternity leave, plus an additional part-time month to ease back into work life. Secondary caregivers receive one month of fully paid paternity leave, plus an additional part-time month for a smooth transition back to work.

## Action It: Enroll in Your Benefits

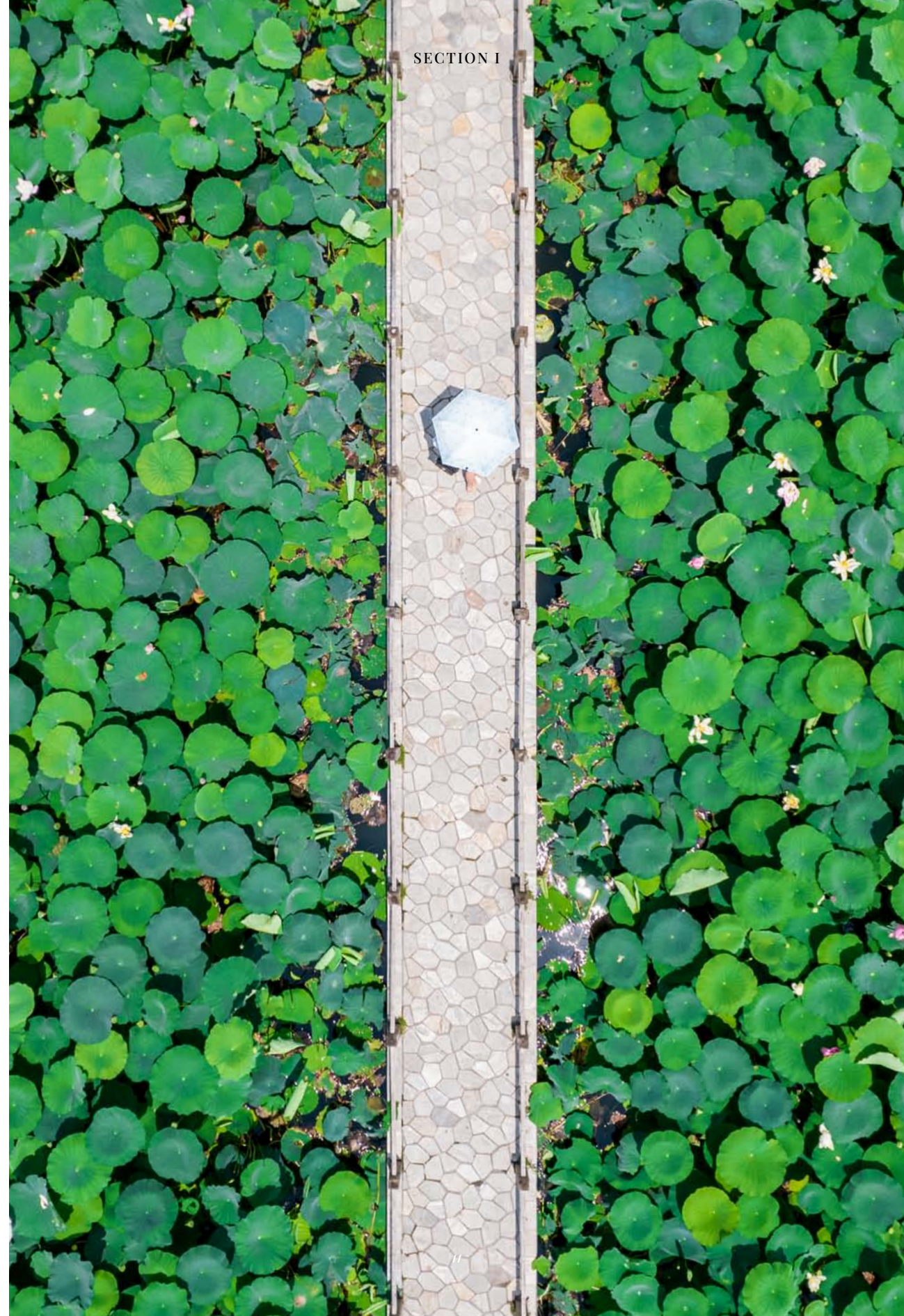
- If you're US based, make sure that you're enrolled in health care benefits via our employee portal. International Mighties, now might be a great time to schedule your annual check in!

## How to Enroll in Benefits:

Navigate to our employee portal > Hub > Benefits > Manage Benefits. Complete your enrollment to ensure you're all set up.

## Benefits Include:

- Medical
- Dental
- Vision
- Health Savings Account (HSA)
- Disability
- Cyber Protection



# The Mighty Rituals



Rituals have been a part of human history for thousands of years. As long as there have been people, there have been rituals. But why are they so enduring?

Rituals help bring intention to action by adding depth, meaning, and connection. They unite communities around shared purposes, fostering a sense of belonging and collaboration. At Mighty, we believe in the transformative power of rituals to enhance workplace experiences, drive richer outcomes, and get stuff done.

That's why we've developed our own Mighty Rituals — practices designed to bring rhythm, focus, and energy to how we work together.

## Here's what you can look forward to on a weekly, monthly, and biannual basis:

### 01

#### Huddles

In the spirit of **Simple is Beautiful** — one of our Success Accelerators - we've replaced the traditional "Status Meeting" with a weekly Huddle. This is time for us to come together as one team, while streamlining our priorities for the week.

Huddles are divided into two parts:

- 1. Connection:** We begin by sharing work wins and reflections. Depending on the day, we also take time to welcome new members to the team, give birthday shout outs, or practice mindset exercises.
- 2. Collaboration:** The second part of this meeting is all about the work. Project leads share streamlined project updates and priorities with the team to encourage idea exchange and ensure everyone has the resources and support they need.

This structure helps us stay aligned, accountable, and ready to tackle the week ahead.

### 02

#### Sparks

Sparks are our weekly learning sessions, designed to spark curiosity, expand perspectives, and elevate our ways of working. These gatherings take many forms — guest expert talks, facilitated workshops, exploratory discussions or curriculums for up-skilling — but all share one purpose: to weave learning into our week, giving us new tools and ways to **Bring the Magic**.

### “

I love hearing from all the incredible brains on the Mighty team. Each person has something unique and valuable for us to learn from.

- Anna, Transformation Lead

### 03

#### Swarms

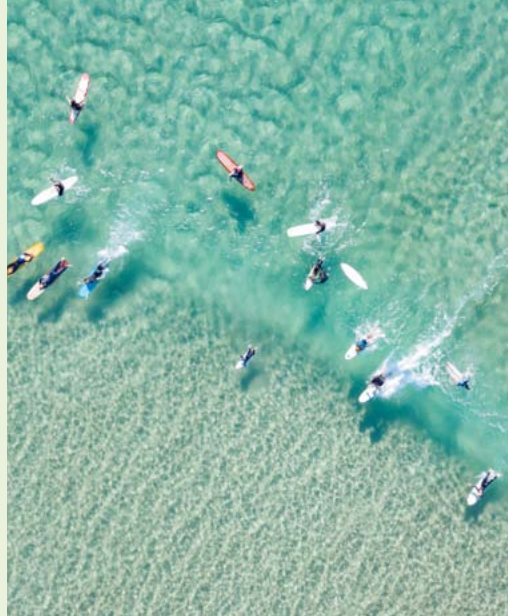
Swarms are dedicated weekly sessions for client teams to dive deep into a specific project or challenge. With all minds focused on one goal, the outcome is often transformative — clear solutions, actionable next steps, and sometimes a finished product. Swarms harness the group collaboration and Project Leadership to deliver the best results for our clients and always **See it Through**.

### 04

#### Rallies

Twice a year, we come together for immersive, energizing in-person experiences that unite the best aspects of our rituals. In spring, we travel to an inspiring new destination, and in fall, we return to the Hudson Valley. Each Rally centers on aligning the team around shared goals, deliverables, and intentions for the next six months — while also building deep connections and reinvigorating our collective purpose.

# The Mighty Guidelines



Too many companies have a plethora of policies that are simply impossible to remember. At Mighty Cultures, we believe **Simple is Beautiful**. That's why we've simplified policies into a set of guidelines, while still providing all the information you need.

We have five core guidelines, that are all grounded in a single guiding principle:

## Act Consciously

Acting Consciously is the antidote to autopilot.  
It fosters trust instead of control.  
It empowers thoughtful decision-making.

## Let's unpack what "Act Consciously" looks like in practice:

### 01

#### Planning Your Workweek

Our flexible workweek encourages the conscious use of time. We want you to ask yourself: What do I need to do my best work, feel my best, and be my most productive self? Do that! Flexibility gives you the opportunity to design your workday around what helps you and your team thrive. By considering how we work best and structuring our weeks to balance collaboration and creative thinking, we enhance our work experience and elevate the quality for our clients.

##### Put into Action: Plan Ahead

- Use Monday mornings to dive into a creative project and jumpstart your week.
- Block 30 minutes for a walk while listening to an audiobook to reset your mind.
- See the "Making Remote Work, Work" Section for more detail and inspiration.



### 02

#### Taking Time Off

We offer unlimited PTO so that you have flexibility for restoration and life events. Take this time to recharge – spend it with family, travel, or prioritize self-care. Before taking PTO, ensure you follow the Mighty PTO Checklist so your team is prepared to thrive while you're away.

##### Put into Action: Schedule a Trip!

- Before planning your trip, check the Mighty PTO Calendar to avoid overlapping PTO with your team or conflicts with client deliverables.
- If all is clear, share dates with your Squad Leader and follow the Mighty PTO Checklist to prepare for your absence.
- Submit your PTO dates into our employee portal for final approval.

## The Mighty 2026 Holiday Calendar

In addition to unlimited PTO, Mighty is closed for **10 United States holidays** no matter where you are in the world and the week between Christmas and New Years.

- **Jan 1** – New Year's Day
- **Jan 19** – Martin Luther King Jr. Day
- **Feb 16** – Presidents' Day
- **May 25** – Memorial Day
- **Jul 3** – Independence Day
- **Sep 7** – Labor Day
- **Nov 26 & 27** – Thanksgiving & Day After
- **Dec 25 – 31** – Christmas Week

## 03

**Managing Spending & Expenses**

At Mighty, we view money as a resource for creating impactful work and exceptional experiences. For this reason, all full-time Mighties receive a corporate card for travel to HQ, Rallies, and other events.

A general rule of thumb – treat Mighty's \$ and our client's \$ similarly to how you would treat your own. Be mindful when spending! Use your resources to balance cost and quality.

**Put into Action: Make Every \$\$ Count**

- Be creative with where you're staying and allocate the savings to create a fantastic client experience.
- Select a budget-friendly session venue, then elevate it with thoughtful touches like creative workspaces, delicious snacks, or plants to enhance the vibe.

## 04

**Working with Others**

At Mighty, we treat our clients and each other like friends. This approach fosters fruitful relationships and impactful outcomes.

**X NO**

Trash-talking or bad attitudes.

**X NO**

Split focus, multi-tasking.

**✓ YES**

Active listening, empathy, and meeting people where they are.

**✓ YES**

Having a solutions-oriented mindset and drive to **See it Through**.

**Establish Your Meeting GPS:**

GPS stands for Goal, Process, and Success. Every meeting at Mighty and with clients should begin with this framework to ensure we stay on track. To create your GPS, answer these three questions:

- G: What is the **Goal** of this meeting?  
 P: What's the **Process** we'll use to get there?  
 S: What does **Success** look like at the end?

## 05

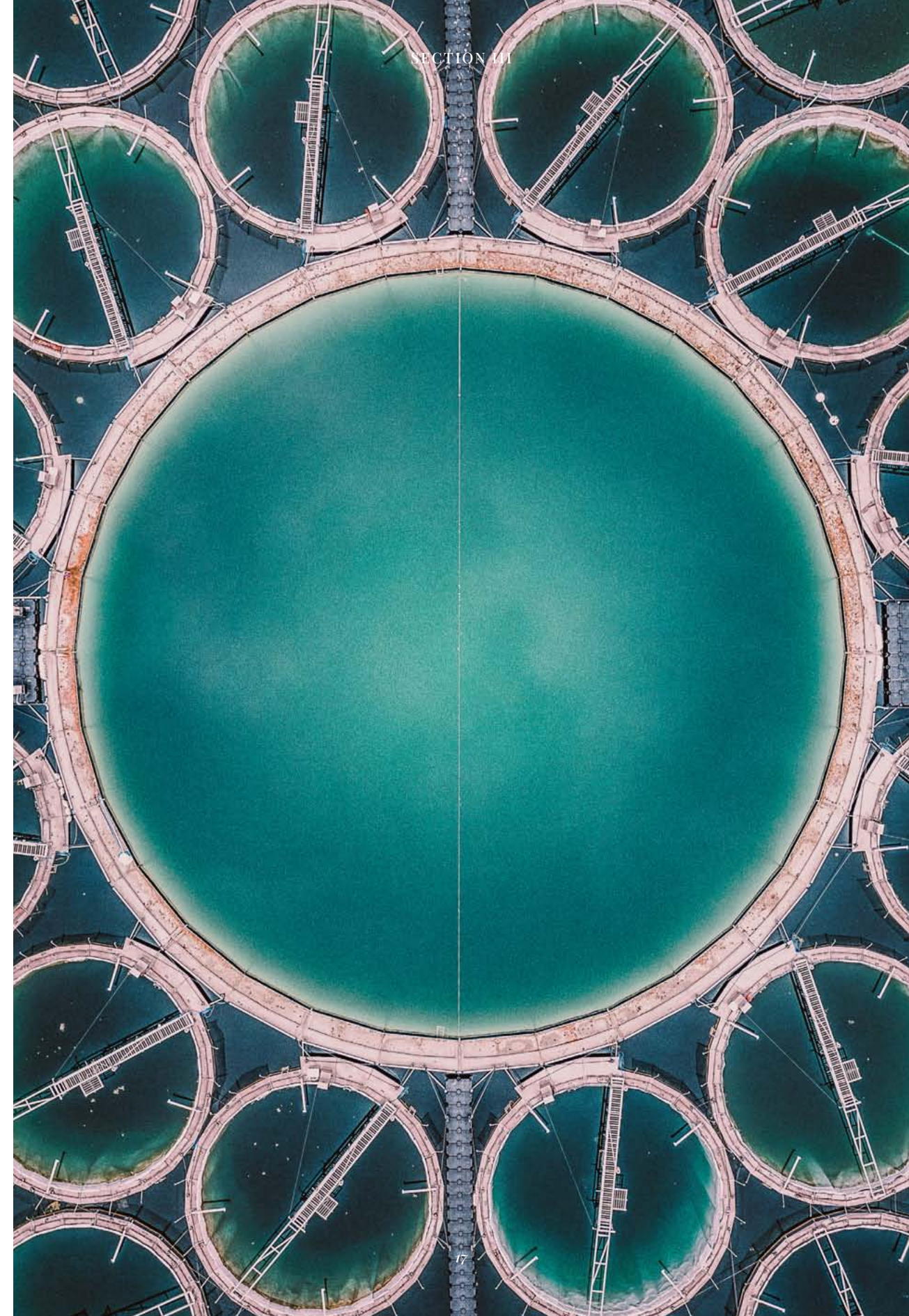
**Sharing Your Work**

Being part of Mighty means being part of something Mighty. We love seeing your thoughtful and creative content on LinkedIn. However, please follow these two rules:

1. Do not share client names, information, or projects unless given permission directly from the client.
2. Avoid posting "hot takes" about industries our clients operate in.

**Put into Action: Write a LinkedIn Post**

- If you're feeling inspired after a client workshop, feel free to post a photo of the Mighty team (**without mentioning the client**) and share your key takeaways. We would love to reshare your thoughtful insights.



# The Mighty Nuts & Bolts



We've all been there – working in a setup where the “how” becomes so complex, it overshadows the work itself. Worse yet, it takes away the joy of doing it! That's why we've been intentional about creating systems and processes designed to support your work, not complicate it.

After all, **Simple is Beautiful.**

## 01

### Your New Laptop

Your new Mighty laptop is on its way! Your computer will have all the apps you need already installed, you just need to log in. Take some time to set up your desktop in a way that feels practical and good to you. If you have any issues getting your device set up, give our Operations Lead a shout!

## A Reminder About Phishing:

Your Mighty laptop is designed with top-notch security, but every now and then, a phishing email or online scammer might try their luck. Stay alert!

**If something seems fishy, it probably is. Here's your anti-phishing checklist:**

- **Do not open** any attachments or click on any links.
- **Do not reply** to the email.
- **Double-check** the sender's 'from' email address.
- **Report the email** through your email provider.
- **Take a screenshot** of the message and send it to our Operations Lead.

## “

Nobody at Mighty will send you a random email asking for “3 x \$500 Apple gift cards”. Well, never say never. But it's highly unlikely. If in doubt – don't act, ask!  
- Julian, Founder

## 02

### Your App Checklist

To optimize your workflow, make sure you have the following Microsoft apps on your desktop for improved performance and accessibility:

- **Microsoft Teams**
- **Microsoft Outlook**
- **Microsoft PowerPoint**
- **Microsoft Word**
- **Microsoft Excel**

Design team members should also have **Adobe Suite** for creative projects.

## 03

### How We Work—Get to Know Teams

Microsoft Teams is a comprehensive workspace tool that combines chat, video conferencing, file sharing, and project management into one unified platform. It's designed to streamline workflows, enhance communication, and keep teams aligned – especially in remote environments like ours.

To **Keep It Simple**, this platform is our central hub for all things communication, collaboration, and project leadership. Whether you're a Teams novice or an expert, we want to empower everyone with the info needed to use this tool to the best of its ability.

#### Put into Action: Take a Teams Tour

- Complete your Teams Onboarding Session with our Experience Lead.



# Making Remote Work, Work



When we envisioned Mighty, we set out to build a company that could tap into a wide range of skills, perspectives, cultures, and lived experiences — that's why we're a remote team.

Being spread around the world allows us to stay connected to different art, culture, trends, and design influences, giving us a diverse and constantly evolving lens on our work. This variety keeps us inspired as a team and brings fresh thinking and new perspectives to our clients. Of course, remote work comes with its own challenges. Staying aligned and creatively energized across time zones requires accountability and intentional action.

The good news is! We've built Mighty to do this well. Even though our team spans three continents, we've established ways of working that ensure we're always working as one team.

To help you **Bring the Magic** into your work-from-home experience, here are some best practices:

## 01

### Build Your Rituals & Routines

**Start Your Day with Intention:** Identify what helps you start your day with a clear mind and make it a priority. Whether it's taking a walk, reading, painting, or even cleaning, carve out time in your mornings for this practice.

**Work from Somewhere Else:** Take advantage of low-meeting days (typically Mondays & Fridays), and our co-working space stipend, to work from a coffee shop or another fresh location. Changing your environment keeps things exciting.

## “

On Friday afternoons, I go to my favorite coffee shop to close out tasks and set up my calendar for the week ahead. The coffee shop makes this ritual something I always look forward to!

- Kristin, Experience Lead

## 02

### Become an Expert Communicator

**Balance Meetings vs. Tools:** Before scheduling a meeting, consider if the task can be accomplished using Teams, Chat, or a Loom video. This helps us ensure that the meetings we have are meaningful and productive. It saves everyone's calendars from being too meeting-heavy.

**Practice Signaling:** Signaling is clearly communicating your needs and how you plan to address them. A way to do this is create a clear list of the support you need or questions you have about your tasks and communicate this to your team during a 1:1 or via Chat.

**When in Doubt, Ask:** Have a question about a project, need feedback on your work, or wondering if it's cool for you to work from a coffee shop? Just ask — open communication is vital to healthy remote work!





## 03

**Break for Well-Being & Inspiration**

**Mindful Moments:** Practice taking mindful moments throughout the day to notice how your body feels and take a deep breath (we'll practice this on Tuesdays).

**Daily 100% Breaks:** A 100% break means that you remove your mind from work completely and focus it on something novel and exciting. Some examples of this are listening to new music, exercising, taking a walk, having a connected conversation with a friend, going on a drive, diving into a new book, water coloring, etc. The key is to focus your mind on something completely different, that isn't a quick dopamine hit (i.e.. IG/TikTok/etc).



## 04

**Be a Great Teammate**

**Schedule Meaningful Check-Ins:** Stay connected by setting aside intentional time with your project lead and teammates to discuss projects, celebrate wins, and share casual conversations. These check-ins don't have to be limited to your direct team – reach out across the organization!

**Participate in Team Rituals:** Engage in Mighty Huddles, Sparks, Swarms, and Rallies to feel the collective energy and contribute your unique perspective. We're excited to see how you think.

**Have Grace:** Everyone has bad days, and that's okay. Just as you'd show understanding in person, extend the same kindness and empathy to teammates in a remote setting.

Remote work is an incredible opportunity to design a life and work experience that fuels your creativity and productivity. We are so excited to be able to share this with you. By incorporating these practices, we hope that you'll not only make remote work, work – you'll thrive.



# Your First 90 Days



Congratulations! You've reached the grand finale of The Mighty Manual. What better way to cross the finish line than with a roadmap highlighting the key milestones, pit stops, and attractions you'll encounter during your first 90 days?

Yes, we're back to the car metaphor – had to wrap this one up with a bow.

This section is an interactive checklist. Use it to track your progress and celebrate your accomplishments along the way. Here we go!

## Week 01

- "Meet Mighty" 1:1s Conversations.
- Dive into The Mighty Method, Success Accelerators, and of course, this Manual.
- Select your health care benefits via our employee portal.
- Set up your new computer.
- Onboard to your projects with your Squad Leader.
- Complete your Teams Onboarding Session.

## Week 02

- Continue "Meet Mighty" 1:1 conversations.
- Attend the Mighty Success Accelerators session with Kate.
- Explore the Mighty Offer with Julian.
- Learn about the Mighty Brand with the Design Team.
- Share your Life Story during Tuesday's Huddle!
- Complete the Expense Onboarding Session.

## How to Create a Life Story:

Your Life Story is a fun opportunity for us to get to know more about the whole you. Be creative and do what feels best to you – this is your moment to **Bring the Magic!**

### Format Ideas:

- Presentation with photos of your story
- Show and tell with objects, artwork, or memorabilia
- Verbal storytelling without visuals works too!

### Ideas for Inspiration:

- Unique experiences that make you who you are
- Key events that led you to Mighty
- Personality-defining moments
- Projects, jobs, or hobbies that shaped your life and career path
- Favorite foods or playlists (always a crowd-pleaser!)

### Time Limit:

- Keep it to 10 minutes – we'll want time for questions and comments afterward!





## Month 03

- Complete your 90-day check-in with your project lead to evaluate your progress and identify growth areas using your Role Levels.
- Set up 2-3 check ins with your Accountability Buddy to prep for our next Quarterly Goal Setting Session.

## Yay!

You've completed your first 90 days at Mighty! You're officially onboarded to the team, we can't wait to see all the amazing things you'll accomplish. Buckle up – the journey is just getting started.

## Week 03

- Mighty project dive into Project 1.
- Mighty project dive into Project 2.
- Mighty project dive into Project 3.
- Mighty project dive into Project 4.

## Week 04

- Complete your first 30-day check-in with your Squad Leader
- Familiarize yourself with your Role Levels and see how they show up in your day to day.

## Month 02

- Continue checking in with your Squad Leader – we recommend doing this on a weekly or bi-weekly basis while you're getting set up!
- Complete your first Quarterly Goal Setting Session using your Role Levels. (If timing doesn't line up, schedule time with our Experience Lead to set your first goals.)





Let's Dare  
Mighty Things  
*Together*

MIGHTY  
CULTURES