

FOUR WEEK MINDFULNESS PROGRAMME



Course Description

Elevate your workplace culture with the "**Mindful@Work**" programme, a four-week mindfulness based programme designed to cultivate well-being and foster a positive, resilient and productive work environment.

This programme is specifically designed to empower employees with practical mindfulness based tools and techniques to manage stress, enhance focus and promote overall mental well-being.

Key benefits for your organisation include:

- **Reduction in Absenteeism:** By addressing stress and promoting overall well-being, mindfulness can contribute to a reduction in absenteeism and an increase in employee retention.
- **Stress Reduction:** Mindfulness practices help employees manage stress more effectively, leading to increased resilience and a healthier work-life balance.
- **Enhanced Focus and Productivity:** Mindfulness fosters heightened attention and concentration, leading to improved focus and increased productivity among employees.
- **Improved Well-being:** Employees who engage in mindfulness report enhanced overall well-being, including improved mental health, better sleep, and a greater sense of fulfilment.

MINDFUL@WORK PROGRAMME OVERVIEW



Programme Overview

Week 1: Foundations of Mindfulness

Discover the core principles of mindfulness and develop basic mindfulness meditation techniques.

Week 2: Mindfulness in Daily Life

Deepen your practice by cultivating key attitudes that enhance the richness of mindfulness.

Week 3: Dealing with Thoughts and Feelings

Develop skills to navigate thoughts and emotions with mindfulness.

Week 4: Building Resilience with Mindfulness

Develop resilience using mindfulness tools, enabling you to thrive amidst life's challenges.

Programme key learnings and outcomes:

During the four week programme participants will:

- Develop a seamless integration of mindfulness into their daily life.
- Foster a positive outlook and resilience in the face of life's ups and downs.
- Develop self-compassion practices for enhanced emotional wellbeing.
- Acquire tools to manage stress, fostering a calmer, more centred mindset.
- Improve focus and concentration.
- Learn mindfulness practices for long-term well-being

Week One

Foundations of Mindfulness

In the first week of this mindfulness programme, participants will learn what mindfulness is, what it is not and how it can benefit their mental, physical and emotional wellbeing.

Objective:

Establish a solid understanding of mindfulness as a daily practice and its potential impact on overall well-being.

Key Learnings:

- Discover the art of being fully present, fostering a heightened sense of awareness in day-to-day activities.
- Develop breath awareness techniques to promote relaxation and focus.
- Develop foundational meditation practices.
- Cultivate awareness of breath and body.

By the end of week one participants will have cultivated a strong foundation in mindfulness and be equipped with practical tools to integrate into their daily lives.

Week one exercises:

Breathing Meditation, Awareness Meditation, Mindfulness Grounding Exercise.

*Please note on the first week participants are encourage to bring a raisin or small piece of fruit as part of an awareness exercise.



Week Two

Mindfulness In Daily Life

During week two participants will learn the seven attitudes that underpin a mindfulness practice and cultivate a mindset that fosters resilience, openness and self-compassion.

Objective:

To understand and embody the seven foundational attitudes that will enhance the depth and effectiveness of a mindfulness practice.

Key Learnings:

- Learn how to observe thoughts and experiences without criticism.
- Understand the seven mindfulness attitudes: non-judging, patience, beginner's mind, trust, non-striving, acceptance and letting go.
- Discover how to apply the mindfulness attitudes in daily life.
- Mindful living through the lens of these attitudes.

By the end of week two participants will have internalised these attitudes, enhancing the depth and effectiveness of their mindfulness journey.

Week two exercises:

Three Minute Breathing Space, Body Scan Meditation.



Week Three

Dealing With Thoughts & Feelings

Week three focuses on understanding how the mind works and how to cultivate a balanced relationship between thoughts and feelings including tools and techniques to navigate them using mindfulness.

Objective:

To develop mindfulness techniques for observing, understanding and responding to thoughts and emotions.

Key Learnings:

- Develop skills to observe and navigate thoughts and feelings and create a space for mindful observation.
- How to recognise and gently shift unhelpful or negative thinking.
- Develop emotional intelligence through mindful exploration of feelings, fostering a healthier relationship with emotions.

As participants progress through week three, they will gain practical tools to respond mindfully to thoughts and feelings, fostering emotional balance and resilience.

Week three exercises:

Thoughts and Feelings Meditation, Dealing With Difficulties Meditation, STOP Breathing Space Meditation.



Week Four

Building Resilience With Mindfulness

This week focuses on cultivating inner strength, adaptability and a resilient mindset in the face of life's challenges.

Objective:

To equip participants with mindfulness tools for building emotional resilience and to establish a consistent mindfulness practice.

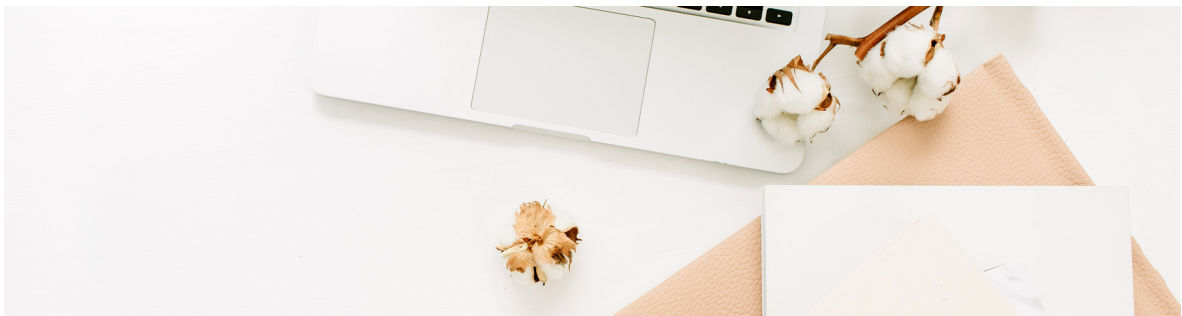
Key Learnings:

- Discover how to enhance resilience and well-being through mindfulness.
- Cultivate an adaptive mindset, enhancing the ability to navigate change and challenges with greater ease.
- Learn to reframe challenges through a mindful lens, promoting a more positive and resilient outlook.

In the final week participants will learn how to integrate mindfulness into their lives, enabling them to bounce back from challenges and embrace life with greater resilience and vitality.

Week four exercises:

Loving Kindness Meditation, Resilience Meditation, Draining and Sustaining Exercise.



INVESTMENT

The total investment for this four week mindfulness based programme is £1997 (unlimited number of attendees) and includes the following:

- ✓ Four group sessions delivered virtually (45 - 60 minutes in duration)
- ✓ Weekly mindfulness based exercises.
- ✓ Weekly meditation practices to match each theme.
- ✓ A downloadable mindfulness journal.
- ✓ Mindful meditation scripts for personal practice.
- ✓ Professional recordings of all meditations for personal practice



MEASUREMENT

Measuring the effectiveness of a mindfulness programme is essential to ensure that participants have benefited. Here are some ways to assess the impact:

- ✓ Conduct a survey before the course to understand participants' initial mindset, stress levels and understanding of mindfulness.

Repeat the survey after the course to measure changes in attitudes, stress reduction and overall well-being.

- ✓ Implement follow-up surveys weeks or months after the course to evaluate the sustainability of mindfulness practices.

Assess whether participants have continued to experience the benefits over time.

- ✓ Ask participants to log their daily mindfulness practices.

Track the consistency and duration of their practices, providing insights into commitment levels.



FAQ'S

Why should I offer this programme to my organisation?

There are many ways to learn mindfulness, such as self-help books and apps, but few of them come with any real proof that they're effective. The techniques and tools that are taught during this four week programme specifically use Mindfulness Based Stress Reduction and Mindfulness Based Cognitive Therapy techniques which have the best evidence based techniques of any mindfulness intervention in the world.

How will my organisation benefit from this programme?

Research into the benefits of mindfulness in the workplace is still being developed. However, [The Mindfulness Initiative](#) published a landmark report called [Building the Case for Mindfulness in the Workplace](#). The report gave evidence supporting mindfulness in the workplace as an effective intervention to:

- Increase wellbeing and resilience
- Decrease burnout and stress
- Improve workplace relationships and collaboration
- Build leadership skills
- Cultivate better decision-making

How will this programme work?

The weekly sessions are approximately 45 - 60 minutes in duration. However, there is an expectation that all attendees should put aside 10 - 20 minutes a day to practice the mindful meditations and exercises in order to discover the full benefits of mindfulness.

TESTIMONIALS

- “ I was so relaxed after the course and always looked forward to the classes. Karen is bubbly, knowledgeable and an excellent teacher.
- “ Great introduction to mindfulness, Karen is a great facilitator and her enthusiasm is catching!
- “ Karen has an excellent understanding of mindfulness and is able to share with you how to use the techniques to help you build a toolkit of mindfulness practices which can improve and help you deal with daily stresses and find inner peace.
- “ Anyone looking for an introduction into Mindfulness, this is a great course to consider, Karen is an extremely pleasant and approachable person, her meditations are terrific, really relaxing, and the course itself is most enjoyable.



LET'S GET STARTED

This four week mindfulness programme is a great way to bring mindfulness into a busy workplace.

If you are interested in learning more or would like to have a conversation then please get in contact.

I look forward to bringing mindfulness
to your organisation!

Karen Farrell



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