

Mindfulness @ Work

Program Outline



Mindfulness at Work

Mindfulness is the practice of paying attention to the present moment - being in the here and now. Often, the mind is deep in thought about things that have happened in the past or things that may happen in the future. Especially at work, a fast-moving, stressful environment often combined with long working hours and tight deadlines can make the mind anxious and worrisome.

This can have a multitude of cascading effects on individual and team productivity. A wandering mind is seldom able to focus on a task at hand. A mind that is distracted impacts the ability to deliver high-quality outputs. Adding to this is social media that competes for attention.

To be mindful is to stay in the present moment or be able to come back to it. It involves training the mind to become more focused and aware of the present in order to experience and commit to it.

Objectives

The program is designed to help learners:

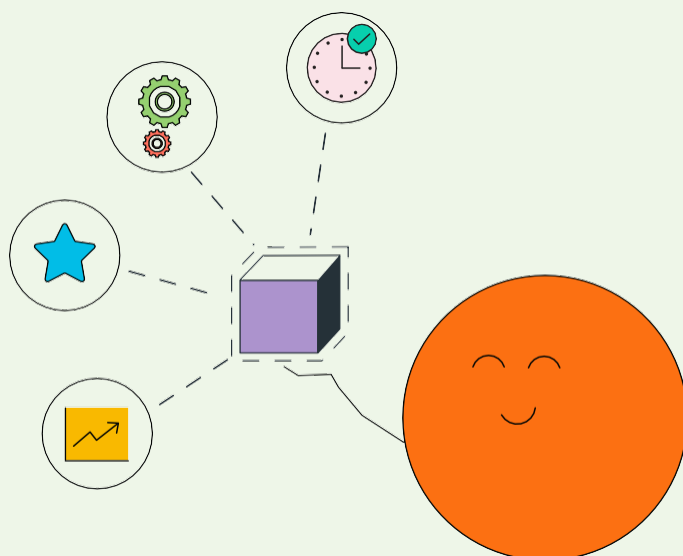
- ▶ Analyze the meaning and significance of mindfulness at work
- ▶ Uncover three ways to avoid being distracted from the present
- ▶ Apply mindfulness to improve overall performance in the workplace

Course Modules

Are you here, now?

The Monkey in your Mind

A Superpower on Demand



Program Agenda

The following agenda can be used to run the workshop in 90-120 minutes. The duration of each section is only an estimate and can be adjusted based on your requirement.

Topic	Approx. Time	Training Aids
Introduction <ul style="list-style-type: none">• Introduction of the facilitator• State program outline/objectives• Map participant expectation	05 Minutes	Presentation slides
Module 1: Are you here, now? <ul style="list-style-type: none">• What is Mindfulness?• Why is staying in the 'Present' difficult?• Bursting Myths	20 Minutes	Presentation slides, Whiteboard, Video, Discussion, Workbook
Module 2: The Monkey in your Mind <ul style="list-style-type: none">• Group Activity: Spot the Monkey	20 Minutes	Presentation slides, Activity, Whiteboard, Discussion, Workbook - Scenarios
Module 3: A Superpower on Demand <ul style="list-style-type: none">• The ABCs of Mindfulness• Let's help Jay out	30 Minutes	Presentation slides, Whiteboard, Discussion, Workbook, Video, Music
Wrap up and close <ul style="list-style-type: none">• Summary of the session• Participant reflection• Q&A to reinforce the learning of the program and to guide on the application of the same	15 Minutes	Q&A / Link to the feedback form