



## Course Curriculum

The Mindfulness & Compassion at Work Online Course was created for you to start where you are and use this training to transform how you work and live. It's an experiential programme with lots of exercises and practices that you can easily integrate into your everyday. This will help you develop a new way of approaching work and life that's healthier, happier, and more effective.

Welcome

Logistics of the course

All course collateral in one place

### Module 1      Awakening Awareness

In Module 1, you'll enquire a little deeper into WHY you are here. What do you want to grow? You learn what the research shows about the current state of wellbeing at work and why Mindfulness is now considered a 'must have' by Harvard Business Review. You'll hear about the basics of Mindfulness, explore 'how to' and get started with some foundational practices.

- Hello! Outline of this module
- Practice: Setting intentions...
  - Exercise: What do you want to grow?
- The State of Wellbeing at Work
  - Exercise: Test your multitasking skills
  - Q&A: Neuroplasticity /Proven Benefits of Mindfulness
- Practices: 1/2mins: Pause, S.T.O.P., Awareness
- What is Mindfulness?
  - Q & A: Mindfulness is...
- Wrap Up
  - Exercise: 80 /20 Rule
  - Gems of Wisdom
- Practice: Come home to your body

### Module 2      The Power of Presence

In Module 2, you'll investigate the mind's default to wander and scan for problems. You'll try some easy exercises to shift your mindset on the fly and practice being more embodied and attuned to a wider awareness. You'll explore doorways to mindfulness: the body, breath and sense perceptions. You'll discover that heartfulness is synonymous with mindfulness.

- Hello! Outline of this module
- Practice: Feeling your feet on the ground
- Barriers to Mindfulness
  - Exercises: Shift mindset on the fly
- Practices: 2/3mins: Just breathe, Just stand, Just walk
- Doorways to Mindfulness
  - Q & A: The body, breath, sense perceptions
- Heartfulness. Leaning into Acceptance, Patience, Trust, Non-judgement
  - Wrap Up and gems of wisdom
- Practice: Tuning in – Body Scan

## Module 3                      Becoming an Inner Ally

In Module 3, you'll learn what Self Compassion is and what it is not. You will gain insights into how you relate with yourself currently and practice tools for bringing in more kindness especially when you need support & care. You will do exercises and practice new habits for holding better boundaries, scheduling self-care, and motivating yourself where you need to make a change.

- Hello! Outline of this module
- Practice: Appreciating your tender body
- Self-Compassion is...
  - Exercise: treating yourself the way you would treat a good friend
  - Exercise: Re-programming the inner critic / self-talk
- Tender Self Compassion
  - Q & A: Being with ourselves
- Practice: Self Compassion Break
- Fierce Self Compassion – Acting in the world
  - Exercises for Protecting, Providing & Motivating
- Wrap up & Practice: Good morning, I love you

## Module 4                      Responding Skillfully to Stress

In Module 4, you'll learn how stress works in the body and the brain. You will practice tools for breaking free of reactivity and learn to bring mindfulness to your emotions, feeling states and thought patterns so you can respond more skillfully. You will understand that the basics matter. By changing how you interpret stress, you will change its impact from harmful to helpful.

- Hello! Outline of this module
- Practice: Wide Open Awareness
- How stress works in the body and the brain
  - Q & A: Stress
  - Exercise: Your warning signs, what triggers you?
- How to respond to triggers
  - Q & A: Regulate your emotions
  - Shift your response from harmful to helpful
- Practice: R.A.I.N.
- The Basics Matter: Sleep, Diet, Exercise and Rest
- Practice: Getting Set to Sleep

## Module 5                      Resilience & Dealing with Challenges

In Module 5, you'll gain strategies to awaken to mindfulness and self-compassion in the thick of challenge... step by step. You'll understand why being an Inner Ally is an incredible source of strength and resilience. By learning ways to re-frame and get curious about your perspective you will be more open, flexible and creative. You may even discover that your difficulty has a silver lining.

- Hello! Outline of this module
- Practice: Mountain Solid
- What is resilience? 3 steps:
  - Inner Calm, Emotional Resilience, Cognitive Resilience
- Practice: Soften, Soothe and Allow
- Self-Compassion is a source of strength and resilience
  - How do you relate to yourself in difficult times? Am I an inner enemy or an inner ally?
- Cognitive Resilience
  - Exercises for Learned Optimism, a Growth Mindset, Silver Linings?
- Practice: Trust Yourself

## Module 6                      Breaking Free of Limiting Patterns

In Module 6, you'll recognize and start releasing limiting beliefs, self-defeating patterns and fears that may be keeping you stuck, unfulfilled and powerless. You will continue to process repressed emotions and old wounds. You'll explore your dreams and potential as you continue to cultivate acceptance, compassion, and unconditional love for yourself.

- Hello! Outline of this module
- Practice – Clouds in the Sky
- Getting unstuck from limiting beliefs and narratives
  - Exercise: R.A.I.N. to heal recurring issues
  - Exercise: 4 questions to inquire into negative thoughts
- Taking Shame out of the closet
- Practice: Self Compassion for Shame
- Discover your ideal future
  - Exercise: Envision your future
  - Wrap Up and gems of wisdom
- Practice: Envision what's possible

## Module 7                      Cultivating Compassion & Connection

In Module 7, you'll learn that research shows there is nothing more important to health, happiness, and wellbeing than good relationships. The good news is that cultivating a loving connection with yourself enhances all your other relationships. You'll explore and strengthen your listening and empathy skill with others. As Maya Angelou says: *“people will forget what you said, will forget what you did, but people will never forget how you made them feel”*

- Hello! Outline of this module
- Practice: Loving Kindness
- Wired for connection. Good relationships are vital
  - Exercise: The benefits of high social connection
- Practice: Giving & Receiving Compassion
- Practice: Compassionate friend
- Mindful Listening is key – being here for someone
- What is Empathy?  
Why connection matters and how to foster it.
- Practice: Just like me

## Module 8                      A New Beginning

In Module 8, you'll be taking the new skills you have developed and exploring how to sustain your mindful presence/ habits beyond this course. You'll learn how gratitude and joy connect you to grace and open the door to abundance. You will practice growing yours so you can live and work more fully alive and wholehearted, more resilient and courageous.

- Hello! Outline of this module
- Practice: R.E.S.T.
  - Poem: Wild Geese by Mary Oliver
- Bringing it all together
  - Exercise: What would I like to remember?
  - Practice: Revisiting Intentions... May I continue to develop...
- Practice: Appreciate the wonder of YOU
- Seeing the good. Savoring & Gratitude
  - Exercises: 3 things I am grateful for. My Joy list
- A Good Day by Louie Schwartzberg
- Practice: Growing Gratitude
  - Poem: For a New Beginning by John O'Donohue

## Guided Meditation Practices

### Module 1

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|--|----------|
| 1. Setting intentions... What do I want to grow? | 7.5 mins |
| 2. Intentional Pause.                            | 2 mins   |
| 3. STOP.   | 1.5 mins |
| 4. 1 minute awareness                            | 1 min    |
| 5. Come home to your body                        | 7 mins   |

### Module 2

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|------------------------------------|---------|
| 6. Feeling your feet on the ground | 8 mins  |
| 7. Just breathe                    | 2 mins  |
| 8. Just stand                      | 2 mins  |
| 9. Just walk                       | 3 mins  |
| 10. Tuning in – Body Scan          | 11 mins |

### Module 3

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|-----------------------------------|---------|
| 11. Appreciating your tender body | 20 mins |
| 12. Self-Compassion Break         | 3 mins  |
| 13. Good morning, I love you      | 1.5mins |

### Module 4

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|--------------------------|---------|
| 14. Wide Open Awareness  | 12 mins |
| 15. R.A.I.N.             | 10 mins |
| 16. Getting Set to Sleep | 12 mins |

### Module 5

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|-----------------------------|---------|
| 17. Mountain Solid          | 12 mins |
| 18. Soften, Sooth and Allow | 12 mins |
| 19. Trust Yourself          | 10 mins |

### Module 6

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|-------------------------------|----------|
| 20. Clouds in the Sky         | 12.5mins |
| 21. Self-Compassion for Shame | 12 mins  |
| 22. Envision what's possible  | 13 mins  |

### Module 7

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|-----------------------------------|----------|
| 23. Loving Kindness               | 13.5mins |
| 24. Giving & Receiving Compassion | 7mins    |
| 25. Compassionate friend          | 11 mins  |
| 26. Just like me                  | 14 mins  |

### Module 8

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|---|--------|
| 27. R.E.S.T.                                      | 11mins |
| 28. Setting Intentions: May I continue to grow... | 5mins  |
| 29. Appreciate the wonder of YOU                  | 10mins |
| 30. Growing Gratitude                             | 11mins |