

MINDFULNESS FOR WORK AND LIFE COURSE OUTLINE

COURSE CONCEPT	<p>In the busy world of our lives where we juggle responsibilities and tasks, and with the social and emotional demands placed on us, we feel stressed and at times unable to cope. We lose touch with our inner self and our connection with the present moment. Mindfulness helps us to come back to the here and now with kindness and care to reduce stress.</p> <p>Practicing mindfulness can bring positive changes to our health and attitude to attain a positive mind-body balance for our overall wellbeing and happiness. Mindfulness practice enables us to stay focussed on the present, remain calm with our colleagues, family, and friends to create a relaxed environment, improve job satisfaction, and personal wellbeing.</p>
AUDIENCE	<p>Individuals who are seeking to reduce stress, improve communication, relationships, and wellbeing at work and everyday life.</p> <p>For individuals who want to learn to be fully present, be aware of who they are and the sensations that arise in their body and mind.</p>
AIMS	<p>Apply mindfulness techniques to focus your mind on the present moment to cope with stress and emotions, connect with others, and enhance mental wellbeing to increase satisfaction at work and in our personal lives.</p>
COURSE CONTENT	<ul style="list-style-type: none"> • Understanding Mindfulness? • Your Circle of Control and Circle of Influence • Mindfulness for busy people and self-care strategies • How mindfulness can assist your professional practice • Mindfulness techniques for: <ul style="list-style-type: none"> • Dealing with difficult emotions through mindfulness • How can you develop mindfulness? How to practice mindfulness? • The benefits of mindfulness • How do you learn mindfulness?
LEARNING OUTCOMES	<p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Define mindfulness and apply the principles to work and personal life • Identify your Circle of Control, and develop your Circle of Influence • Apply mindfulness techniques for self-care during busy times • Enhance mindful practices to assist your professional practice • Practice mindfulness techniques in a range of situations that include informal, formal, and when feeling stressed • Analyse difficult emotions and apply mindfulness techniques to respond proactively rather than react • Identify the benefits of mindfulness and how they apply to your life • Apply a range of mindfulness tips to cultivate mindfulness practices

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LEARNING ACTIVITIES	<p>The online course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> • Experiential learning activities • Individual exercises • Questionnaire • Reflective practices • Mindfulness practices • Viewing training videos • Writing an Action Plan to achieve your career goals
DURATION	Self-paced learning, approximately 6 hours
ADDITIONAL PROFESSIONAL DEVELOPMENT	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
FURTHER INFORMATION	<p>careercoaching.training hello@careercoaching.training</p>