Practicing Mindfulness to Reduce Stress

Overview: Life constantly demands our attention, but when we become fixated on the past or worried about the future, we often miss vital information in our present situations. More than just a stress management tool for busy executives, the act of becoming aware and centered now is seen as a valuable business skill. Some companies today are looking to the practice as a way to help stressed leaders and employees manage the pressures of a 24/7, "always on" work cycle. Cultivating a state where you are consistently aware of your present moment is not impossible, but it takes practice. Implementing the guidelines in this training session is the first step to changing your mental and emotional outlook to one that operates in the present moment.

Learning Objectives:

- Define mindfulness
- Develop techniques to make oneself more attuned to the present moment
- Understand the value and utility of one's emotions
- Learn how to identify and counter distorted thinking
- Learn how to cultivate genuine positive emotions
- Become more fully present in social interactions

Course Agenda

Module One: What Is Mindfulness?

- Psychological Concept of Mindfulness
- Memory

Module Two: Practicing Mindfulness

- Attention
- Acceptance
- Mindfulness Meditation
- Scanning

Module Three: Emotional Intelligence

- The Purpose of Emotions
- High Performance Emotions
- Swing Emotions
- Blue Emotions

Module Four: Mindfulness and Gratitude

- What is Gratitude?

- Gratitude Journal
- An Exercise in Mindfulness and Gratitude
- Forming a Habit

Module Five: Cultivating the High-Performance Emotions
- The Emotion-Cognition-Behavior Triangle
- Cultivating Enthusiasm
- Cultivating Confidence
- Cultivating Tenacity

Module Six: Mindfulness in Customer Service
- Individually Focused
- Active Listening
- Building a Rapport
- Timing

Module Seven: Mindfulness and Leadership
- Mental Resilience
- Focus
- Compassion
- Creativity