

# Mindful at Work

Changing the way you work



## My Off Switch 2-day Deep Dive Programme

Incorporating simple mindfulness practices into daily routines to change the way you work.

Want to work together more effectively as a team? This programme can be tailored to meet your needs.

A condensed 2-day intensive version of the 8-week 'My Off Switch' programme for groups and teams wanting to explore the benefits of mindfulness in the workplace, and to work together more cohesively.

### Day 1 Workshop (6.5 hours)

- » How constantly being busy and feeling pressured increases stress and mind wandering
- » The impact of chronic stress on physical, mental, and emotional health (internal commentary is more likely to be critical, defensive, controlling, inflexible and reactive)
- » How mindfulness counterbalances an innate negativity bias, allowing our inner commentary to be more open, accurate and flexible
- » Neuroscience - how mindfulness regulates attention and emotions
- » Debunk common myths and misconceptions about mindfulness
- » Differentiate between formal and informal mindfulness practices
- » Practice mindfulness by experiencing mindfulness
- » Decide on a leadership quality for self-development
- » Design a mindfulness strategy that works for you

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Learning how to manage your attention is like a bicep curl for your brain.

## Day 2 Workshop (6.5 hours)

Deep dive into mindfulness progressing through stages of preparation, relaxation, mindfulness of body sensations, feeling tone and pattern awareness.

### Topics Include:

1. **Metacognition** (thought awareness and the power of choice)
2. **Getting Perspective** (reducing negativity bias and seeing what's there)
3. **Building Great relationships** (mindful listening, how mindfulness increases empathy and connectivity)
4. **Being Like Teflon** (building resilience by responding versus reacting; tools to press pause)
5. **Solution Focused** (boosting creativity and innovation)
6. **Staying Mindful** (future proofing your practice)

### Mindfulness is known to:

Reduce stress (increase resilience and adaptability)

Improve cognitive ability and reduce negativity bias

Improve health and happiness (less illness and absenteeism)

Enhance self-awareness (monitoring emotions and managing behaviours)

Reduce emotional reactivity (self-regulation)

Build emotional intelligence (better leaders, managers and teams)

Improve focus, productivity, and efficiency (reduce workplace accidents and errors)

Boost creativity (solution-focused, innovative thinking)

Strengthen relationships (improve communication, connectivity and lessen conflict)

Includes participant workbook and 'Mindful at Work' App

### Contact

mail@mindfulatwork.co.nz

Call 027 6244 880