

Inner Solutions Australia Pty Ltd



Mindfulness Programs for Staff



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Introduction

Inner Solutions Australia provides Mindfulness Workshops for Staff in the Sydney Metropolitan area. Our programs can be experienced in any of the following ways.

- **Mindfulness Workshop** – 3 hour workshop face to face
- **Online Mindfulness Program** – 8 week program
- **In-house Mindfulness Course x 6 weeks** – one hour per week Mindfulness training.

Benefits of Mindfulness Meditation when staff practice regularly?

- Increased productivity
- Decreased stress and anxiety
- Better sleep patterns
- Increased attention and focus
- Better self-management of emotions, thinking
- Less reactivity
- Improved mental resilience
- Increased self-awareness and impulse control
- Better memory
- Better conflict resolution skills and self-regulation

All our programs encourage participants to:

- Practice mindfulness meditation each day
- Write a reflection of their meditation experience in their daily journal.
- Listen to the relevant audio meditation daily. Each mindfulness exercise is approximately 15 minutes duration.

All our programs include:

- PDF Course Notes
- Downloadable Audio meditations
- Video explanations

What is Mindfulness?

Mindfulness means "paying attention in a particular way, on purpose, in the present moment, and nonjudgmentally." Jon Kabat-Zinn, professor of medicine emeritus at the University of Massachusetts Medical School.

Mindfulness and Mainstream

One of the reasons Mindfulness has become mainstream is because of the need to find healthy solutions to handling the anxiety and stress levels that permeate society. We are educated to think, however, not as much time has been spent educating people to become self-aware of how their thoughts and emotions impact on their bodies.

Mindfulness Workshop 3 hours

Course Outline

- What is Mindfulness
- Mindful Breathing
- The Body Scan
- Open Awareness
- Understanding Unhelpful Thoughts and behaviours that lead to stress
- Focused attention and mindful listening
- Developing resilience
- Helpful Techniques for managing difficult emotions
- Informal Mindfulness Exercises
- Developing a daily mindfulness routine

This workshop is delivered over a 3-hour session, in-house or during a staff development day. Workbook & downloadable audios included.

8 Week Online Mindfulness Course

Course Outline

- What is Mindfulness
- Mindful Breathing
- The Body Scan
- Open Awareness
- Understanding Unhelpful Thoughts and behaviours that lead to stress
- Focused attention and mindful listening
- Developing resilience
- Helpful Techniques for managing difficult emotions
- Informal Mindfulness Exercises
- Mantra Meditations
- Acceptance of what is
- Developing a daily mindfulness routine

This course is delivered online and available to staff for a 3-month period. During this time staff can download the audio meditations and PDF notes. At the completion of the 8 week course, participants receive a Certificate of Completion after filling in a short survey. Workbook & downloadable audios included.

In-house Mindfulness Course x 6 weeks

Course Outline

- What is Mindfulness
- Mindful Breathing
- The Body Scan
- Open Awareness
- Understanding Unhelpful Thoughts and behaviours that lead to stress
- Focused attention and mindful listening
- Developing resilience
- Helpful Techniques for managing difficult emotions
- Informal Mindfulness Exercises
- Mantra Meditations
- Acceptance of what is
- Developing a daily mindfulness routine

This course is delivered in-house – one hour per week x 6 weeks Mindfulness training. Workbook & downloadable audios included.

Definition of terms:

Mindful Breathing

In mindfulness we are focusing on the present moment, on purpose and without judgement. We have a focal point, which in this meditation is our breathing. During the meditation when the mind wanders to 'thinking', 'planning' or 'worrying', we bring the focus of attention back to the breathing.

Too many thoughts

We can cause ourselves a lot of extra stress and anxiety when we focus on unhelpful thoughts or create a story or assumption around the thoughts that present themselves.

In the beginning, it can be difficult for people to stay focused on their breathing, as they may have many thoughts presenting themselves. When this happens, we train staff to use the word to describe them: 'thinking', 'planning' or 'worrying'. Then, refocus on the breathing as it enters and exits the nostrils.

There is no judgment, just a refocus back to the breath time and time again as they practice their meditation.

The Body Scan

In this exercise we simply observe, accept and notice with curiosity the body sensations, as we focus on each part of the body. No judgement, no stories, just mindful observation of the physical sensations in the body.

By becoming more aware of what is going on in the body, staff are taking a more active role in their health and wellbeing. As they become more in tune with their bodies, they will learn how to reduce stress on the body. The body scan meditation will help them to learn how to return to and maintain a relaxed, softened body when they become too tense.

Open Awareness

In the Open Awareness exercise, we begin by focusing our attention on whatever is taking place in the present moment. We become aware of our senses, physical sensations, emotions and thoughts, without judgement, without needing to change anything, simply observing. Allowing ourselves to be curious and noticing the inner and outer environment.

By using the Open Awareness exercise, we can retrain our mind to let go of continually regurgitating our thoughts, which in turn can lead to emotional stress and feeling like we have no control over them.

Unhelpful thoughts can create unpleasant sensations in the body. (tension, anxiety, overwhelm, etc). Open Awareness teaches us to become aware of what we are thinking and feeling on a day to day basis. By practicing the Open Awareness exercise every day, staff will learn what 'triggers' their feelings and learn how to diffuse them and return to a more balanced state of being.

Focused Attention and Mindful Listening

We learn to focus our attention on listening more mindfully, without judgement and absorb what is being said by the other person, music, or other sounds, as well as listening to what we think. We listen mindfully to sounds around us and in doing so, learn to be less bothered by background sounds.

It's a valuable way to learn to appreciate nature, our friends and family, music and others that are a part of our lives. In this process we purposely focus more fully on listening and observe the difference this makes to how we experience conversations, instructions, pleasant and unpleasant sounds.

Helpful Techniques

When we become more acutely aware of our unhelpful thinking and reactions, we can consciously train ourselves to STOP, pause and re-assess the action we wish to take.

STOP and **RAIN** are widely used in mindfulness training as skills to assist in developing successful strategies for handling difficult emotions and habits.

Mantra Meditation

Many people are aware of Mantra meditation from Transcendental Meditation and using their own mantra or a sacred spiritual mantra, such as OM. However, our focus in mindfulness is to use the mantra as a focal point.

Meditation mantras are a word, or words or sentences that you can repeat silently in your mind or you can sing, chant or hum. Their purpose is to create a focal point in the present moment. By having a focal point to concentrate on, it is easier to relax the mind and body.

We use simple words, such as: calm, joy, peace as the mantras in this exercise.

Summary

By training the mind to have a focal point in mindfulness, stay in the present and learn to become self-aware, we have the opportunity to learn self-calming techniques that reduce stress and anxiety and promote productivity, concentration and better sleep.