

# Mindfulness – Core Skills

## Mindfulness - Core Skills Design Document

<i>Business Purpose</i>	<p>Core Skills is a nonprofit organization that is aimed at helping individuals learn the necessary skills to become successful in the workforce. Many of these individuals are very knowledgeable and skilled; however, obtaining interviews and landing employment may be challenging.</p> <p>The goal is to:</p> <ul style="list-style-type: none"><li>● Provide information on the necessary skills needed to be successful in the workforce.</li><li>● Train the learner how to incorporate these skills in real-life situations.</li><li>● Provide learners with the confidence to help them become employable.</li></ul>
<i>Target Audience</i>	<ul style="list-style-type: none"><li>● Immigrants and refugees that need support in adjusting to a new culture, aid in the job search process, or knowledge in workforce expectations. These skills are intended to make the transition as easy as possible for the job seekers and their families to help them all to become successful in their new lives.</li><li>● Young adults that have recently graduated or are new to the workforce.</li><li>● Individuals that have been out of the workforce for an extended period and need to enhance their confidence and skills to assist them in the interview process.</li></ul>
<i>Training Time</i>	<ul style="list-style-type: none"><li>● This training is one out of multiple courses</li><li>● The training will be approximately 45 minutes</li></ul>
<i>Training Recommendation</i>	<ul style="list-style-type: none"><li>● 1 eLearning course:<ul style="list-style-type: none"><li>○ This is the best format for this training since Core Skills will have a variety of individuals that will need to complete the training in multiple locations. The learners will need to complete these courses on their own time and at their own pace.</li><li>○ The training will use a variety of formats to encourage the learner's engagement including multiple interactions, knowledge checks, and real-life scenario-based learning.</li><li>○ Final assessment will measure the learner's understanding of the material. The assessment will use a variety of methods.</li></ul></li></ul>
<i>Deliverables</i>	<ul style="list-style-type: none"><li>● 1 eLearning course:<ul style="list-style-type: none"><li>○ Developed in Articulate Storyline 360</li><li>○ Includes real-life scenarios with avatars</li><li>○ Final evaluation</li></ul></li></ul>

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<i>Learning Objectives</i>	<ul style="list-style-type: none"> <li>• Name the 3 traits of mindfulness that support a healthier life.</li> <li>• Recognize the benefits of mindfulness on overall wellness.</li> <li>• Identify mindful techniques that promote well-being and calmness.</li> <li>• Choose effective habits to incorporate mindfulness in daily life.</li> </ul>
<i>Training Outline</i>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Navigation</li> <li>• Scenario Introduction to Lily and Dr. Sage Vyond Video             <ul style="list-style-type: none"> <li>o Definition: Mindfulness is “Paying attention, in a particular way, on purpose in the present moment, and non-judgmentally.” -Jon Kabat-Zinn (one of the first psychologists to study mindfulness)</li> <li>o Learning Objectives</li> <li>o Characteristics of Mindfulness                 <ul style="list-style-type: none"> <li>▪ Awareness in the Present Moment</li> <li>▪ Acceptance and Non-Judgement</li> <li>▪ Gratitude in Daily Life</li> </ul> </li> </ul> </li> <li>• Guess the benefits game: Initial Knowledge Check             <ul style="list-style-type: none"> <li>o Learner’s help Lily identify the benefits of mindfulness</li> </ul> </li> <li>• Benefits of Mindfulness             <ul style="list-style-type: none"> <li>o Improved anxiety and nervousness</li> <li>o Reduced stress and improved immune system</li> <li>o Emotional regulation and increased positive emotions</li> <li>o Greater compassion</li> </ul> </li> <li>• Anxiety and nervousness             <ul style="list-style-type: none"> <li>o Anxiety and nervousness are normal</li> <li>o Can trigger physical responses</li> <li>o Mindfulness is a coping strategy:                 <ul style="list-style-type: none"> <li>▪ Awareness of thoughts</li> <li>▪ Acceptance without judgment</li> <li>▪ Reduces overthinking and worrying</li> <li>▪ Helps reduce anxiety, overthinking, and worrying thoughts</li> </ul> </li> </ul> </li> <li>• Three mindfulness techniques to incorporate in daily routines to help reduce anxiety:             <ul style="list-style-type: none"> <li>o Awareness in the Present Moment</li> <li>o Acceptance and Non-Judgement</li> <li>o Gratitude in Daily Life</li> </ul> </li> <li>• Awareness in the Present Moment</li> </ul>

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- o Definition: Pay attention to what's happening right now. For example, when you're breathing, notice if your breath is deep or shallow. Feel if it's warm or cold, fast or slow, and if it's going in and out through your mouth or nose.
  - o Mindful Breathing: It's about watching your breath. Pay attention to each breath you take in and out. Listen to your body to help you relax and become more aware of how you're feeling.
  - o Mindful Walking: You can do mindfulness while walking too. When you walk slowly and carefully, focus on each step you take. Feel the sensations in your feet and body. Give your full attention to your journey.
  - o Mindful Eating: Mindful eating is enjoying your food fully. When you eat, savor each bite. Use all your senses to taste and smell your food. This can help you control how much you eat and build a better relationship with food.
  - o Interaction:
    - Mindful Breathing Vyond Video
  - o Scenario Knowledge Check 1:
    - You're sitting down to enjoy your lunch in the office cafeteria. Today, you've decided to practice mindful eating to promote a healthier relationship with food and to savor each bite. As you eat, you notice various sensations and thoughts: The smell of your food is inviting. The taste of the first bite is delicious. Your phone buzzes with a notification. What should you do in this situation?  
A: Reach for your phone immediately to check the notification while continuing to eat.  
**B: Put your phone aside, take a deep breath, and bring your full attention back to your meal, savoring each bite mindfully.**  
C: Finish your meal as quickly as possible so you can respond to the notification promptly.
- Acceptance and Non-Judgement
  - o Definition: Acceptance in mindfulness is welcoming the present moment without judgment or resistance. This means that you allow things to be exactly as they are, without trying to change them or deciding if they are good or bad.
  - o Body Scan: This meditation helps you know how your body feels and can help you relax. Start at the top: Begin at your head and slowly move your attention down to your neck, shoulders, and arms. Notice how they feel. If something

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feels strange or tight, that's okay. Just notice it; you don't need to change it. Continue in this order all the way down to your toes.

- o Interaction: Body Scan
  - Click and Reveal- Learners click on a specific area and prompts appear such as: "What sensations do you notice in your neck? Is there any tension or relaxation? How does this area feel right now?" Accept the discomfort.

- o Scenario Knowledge Check 2:
  - You've had a long, tiring day at work. As you settle into your favorite chair at home, you decide to practice mindfulness to unwind and relax. You choose to do a Body Scan Meditation. During the Body Scan, you slowly move your awareness from head to toe, while paying close attention to the sensations in your body. As you reach your lower back, you notice a pain. What should you do in this situation?

A: Ignore the discomfort and continue with the Body Scan, focusing on the parts of your body that feel fine.

B: Stop the Body Scan at the point of discomfort and try to mentally "fix" the discomfort by imagining it going away.

**C: Pause the Body Scan at the point of discomfort, acknowledge the sensation, and continue scanning with an attitude of non-judgmental acceptance.**

- Gratitude in Daily Life
  - o Definition: Gratitude means feeling thankful for the good things in our lives. It's like saying "thank you" to life itself. When we practice gratitude, it helps us feel more positive and happy.
  - o Gratitude Journal: A gratitude journal is a special book where you write down five things you're thankful for every day. It's your personal treasure chest of happy thoughts. Doing this regularly has been proven by science to make you feel even happier and more content in life.
  - o Interaction:
    - Finding gratitude drag and drop- Learners match the negative thought to a thought that contains more gratitude to help reframe thinking:
      - Negative Thought: "It's raining again."
      - Gratitude Perspective: "Rain nourishes the earth and helps flowers bloom."

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- Negative Thought: "I made a mistake at work."  
Gratitude Perspective: "Mistakes help me learn and grow."
- Negative Thought: "I'm stuck in traffic."  
Gratitude Perspective: "Traffic gives me time to enjoy my favorite music."
- Negative Thought: "I have so much to do; it's overwhelming."  
Gratitude Perspective: "Having things to do to help me grow."
- Negative Thought: "I'm not as successful as I'd like to be."  
Gratitude Perspective: "I'm grateful for my progress and the journey I'm on."
- o Scenario Knowledge Check 4:
  - Imagine you've had a particularly challenging day at work. It feels like everything that could go wrong did go wrong. As you sit down to unwind in the evening, you remember it's time for your gratitude journal. As you reflect on the day, negative thoughts and frustrations fill your mind: "Nothing seemed to go my way today." "I feel exhausted and drained from all the setbacks." "I can't believe how stressful today was." What should you do to practice gratitude and reframe your thoughts?  
A: Continue dwelling on the negative events of the day, allowing them to dominate your thoughts and emotions.  
**B: Take a deep breath and acknowledge the negative thoughts without judgment. Begin to consciously identify positive aspects of the day, even if they seem small.**  
C: Decide to distract yourself with a movie or a book, thinking it will help you forget about the challenges of the day.
- Techniques to incorporate mindfulness into daily life (Habits)
  - o Start with Short Sessions: Begin by dedicating a few minutes daily to mindfulness practices like meditation, deep breathing, or simply observing your surroundings.
  - o Set Daily Reminders: Schedule specific times for mindfulness sessions, and use reminders to ensure consistency.
  - o Establish a routine
  - o Apply mindfulness techniques into social interactions:

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- Active listening
- Eye contact
- Slow down responses
- Observe emotions
- Practice compassion
- Stay Non-judgmental
- o Scenarios: Select effective mindfulness responses in social situations
  - Scenario 1: Attention- You are in a team meeting discussing a project, and a team member is sharing their ideas. However, you find your mind wandering, thinking about all the tasks you have to complete by the end of the day. This situation is causing you anxiety. What should you do to demonstrate mindfulness and attention in this situation?
    - A. Continue to let your mind wander and hope that you can catch up on what your team member is saying later.
    - B. Politely excuse yourself from the meeting to address your tasks.
    - C. **Gently acknowledge your wandering thoughts, practice mindful breathing, and bring your focus back to actively listening to your team member's ideas, letting go of your worries for now.**
  - Scenario 2: Acceptance- You have been working on a new project for weeks. You've put in a lot of effort, and you believe in the project. However, during a meeting with the client, you find that they are not happy and want it changed. How do you respond to the client's feedback?
    - A. Defend your original ideas and try to convince the client that the campaign is effective.
    - B. Immediately agree to all of the client's suggestions, even if you have reservations about their effectiveness.
    - C. **Take a moment to absorb the feedback, acknowledge the client's perspective, and express a willingness to reevaluate and make necessary changes.**
  - Scenario 4: Gratitude- It's the end of a long work week, and your team has just completed a major presentation to a client. The entire team put in extra hours to ensure the presentation was

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	<p>perfect. The presentation went well, and everyone was happy. The manager called for a meeting to say thank you for everyone's hard work. During the meeting, you notice your colleague, Sara, who played an important role in the presentation. She looks tired and stressed. What do you do?</p> <p><b>A. Approach Sarah after the meeting and express your gratitude for her outstanding contribution to the presentation. Ask if there's anything you can do to support her.</b></p> <p>B. Decide to give Sarah some space, assuming she might want to decompress after the presentation. You send her a brief message later, expressing your gratitude for her hard work.</p> <p>C. During the meeting, publicly acknowledge Sarah's exceptional efforts and express gratitude on behalf of the team for her dedication to the project.</p> <ul style="list-style-type: none"><li>● Summary</li><li>● Assessment</li><li>● Congratulations</li></ul>
<i>Assessment Plan</i>	<ul style="list-style-type: none"><li>● Introduction slide</li><li>● 10 assessment questions will be included in the course</li><li>● Learner must score 80% to successfully complete the course</li><li>● Results will be given on the results slide</li></ul>