

## Workplace Mindfulness trainer training foundation

*“Meeting the demand for workplace specific mindfulness training”*

The only Mindfulness Trainer training program recognised by the Chartered Management Institute



This document outlines the Workplace<sup>MT</sup> Trainer Development Programme. It includes a course overview for the Foundation programme, answers to commonly asked questions, information about the course facilitators and recent testimonials.

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# 1: Workplace<sup>MT</sup> as a mindfulness training approach

## What's different about Workplace<sup>MT</sup>?

*Our Foundation program is the only Mindfulness Trainer training program recognised by CMI – the UK chartered professional body dedicated to promoting the highest standards of management and leadership excellence*

Workplace<sup>MT</sup> offers a workplace-specific version of mindfulness that empowers HR professionals, mindfulness teachers, and corporate trainers to deliver mindfulness in a workplace setting.

Workplace<sup>MT</sup> is an evidence-informed approach to teaching mindfulness in the workplace. It's based on mindfulness-based cognitive therapy (MBCT), adapted and refined to meet the challenges and demands of the modern day workplace. Workplace<sup>MT</sup> helps employees to develop mindfulness skills over a six-week period.

Unlike traditional MBSR and MBCT, which were designed for use by therapists and clinicians, Workplace<sup>MT</sup> is designed specifically for the needs of leaders, managers and employees who wish to develop mindfulness. It's designed to be taught in a standard meeting room without the need for additional equipment or unusual room layouts. Workplace<sup>MT</sup> Trainer training complies with the UK Mindfulness Teacher Training Networks Good Practice Guidelines as far as is practical.

## The evolution of mindfulness at work

Trainer training for mindfulness teachers has in the past focused on the medical model of mindfulness teaching, which is not always a good fit for the workplace. **Workplace Mindfulness Training (Workplace<sup>MT</sup>)** is an approach to teaching mindfulness developed specifically for the workplace. Workplace<sup>MT</sup> has been researched and refined over a four-year period.

This established trainer development programme has been developed by **The Mindfulness Exchange (TME)** providing would be trainers with the underpinning knowledge, skills, experience and materials required to effectively teach mindfulness to a workplace population. To date, we have provided trainer training for over 200 mindfulness-teaching professionals.

**TME** is a spin-off from Oxford University's Oxford Mindfulness Centre (OMC) set up to provide mindfulness training for the workplace based on scientific understanding and best practice developed in clinical research and mindfulness teaching. TME is a leader in the field of adapting scientifically validated mindfulness teaching into training formats designed for the workplace.

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## 2: Is this the right course for me?

The Workplace<sup>MT</sup> trainer-training programme has been developed for people with an established mindfulness practice, who wish to teach mindfulness skills to employees to help them manage the mind and flourish in the workplace. If you:

- Have been practising mindfulness and would like to share the benefits you have experienced;
- Are looking for a time effective intensive training programme, based on scientific understanding, designed for the workplace and recognised by well-known management institute CMI;
- Want to deliver mindfulness training designed for the workplace;
- Want to learn mindfulness in a small group, with lots of personal attention from the trainers and your peers, building confidence and having fun.

This could be the programme for you.

Contact Marina Grazier for an informal chat: [Marina@mindfulness-exchange.com](mailto:Marina@mindfulness-exchange.com)

### 3: How can I become a Workplace<sup>MT</sup> trainer? What's involved?

For some participants, Foundation level Trainer Training may be all they require, as it equips participants with the essential skills required to deliver Workplace<sup>MT</sup> training. To comply with current best practice, Advanced level Trainer Training is recommended.

#### Foundation level Workplace<sup>MT</sup> Trainer Training:

##### Preliminary requirements

- Participation on a recognised 6 or 8-week mindfulness programme or:
  - A Practical Guide to Finding Peace in a Frantic World on a self-study basis
  - or Workplace MT as detailed in Mindful Leadership for Dummies on a self-study basis
- To have a regular mindfulness practice and a commitment to maintaining it
- To have a professional background where you can deliver mindfulness training

##### Overview

Foundation level Workplace<sup>MT</sup> Trainer Training is an intensive six-day programme, packing in 72 hours of study over 7 days. It aims to equip trainees with the essential skills and confidence needed to market and deliver Workplace<sup>MT</sup> mindfulness training.

Study Week is based on five key elements:

1. Deepening personal mindfulness practice
2. Key theories and evidence that underpins the 6-week program
3. Observing the delivery of a 6-week program, with time after to discuss each session's structure, rationale, and key learning points
4. Teach-back sessions in small groups to practice and gain feedback on performance
5. Developing business skills necessary to identify business needs, market, pitch, make the business case and customise content

Upon completion of the Foundation Training week, you will receive electronic copies of the Workplace<sup>MT</sup> training materials for your personal use, and you will be entitled to free listing as a 'Workplace<sup>MT</sup> Trainer' on the Workplace<sup>MT</sup> trainer's page. Your course certificate will be issued by CMI, and you will receive 12 free months of CMI membership<sup>1</sup> (worth £110).

Although the course is intensive in nature, we include time for outside activities such as a mindful walk on Lyme Regis beach and a trip to River Cottage Canteen to sample celebrity Chef Hugh Fearnley-Whittingstall's memorable cuisine.

Day 1 Saturday	Day 2 Sunday	Day 3 Monday	Day 4 Tuesday	Day 5 Wednesday	Day 6 Thursday	Day 7 Friday
	Mindfulness practice time + Inquiry	Mindfulness practice time + Inquiry	Mindfulness practice time	Mindfulness practice time	Mindfulness practice time	Mindfulness practice time + Inquiry
	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	WorkplaceMT Week 1	WorkplaceMT Week 3	WorkplaceMT Week 4	WorkplaceMT Week 5	WorkplaceMT Week 6	Selling Workplace MT
	Break	Break	Break	Break	Break	Break
	Language when guiding	Mind-body research	Teach back	Neuroscience and cognitive underpinnings	The evidence base & Good Practice	Reflection on learning and implementation planning
	Lunch	Lunch	Lunch in silence	Lunch	Lunch	
	Free time	Free time	Free time	Outdoor mindful walking practice on beach (weather)	Free time	
Settling in	WorkplaceMT Week 2	Leading an inquiry	Teach back		Teach back of choice	
Housekeeping		Teach back + Inquiry	Break	Break	Break	
Welcome / orientation. Mindfulness teaching approaches and timeline orientation	Break	Teach back continued	Interpreting and using research findings	Teach back	Teach back	
Reflection time	Reflection & Next day prep	Reflection +	Reflection +	Reflection +	Reflection time	
Mindfulness practice time	Mindfulness practice time	Mindfulness practice time	Mindfulness practice time	Mindfulness practice time	Mindfulness practice time	
Supper	Supper in local pub	Supper	Supper	Supper	Supper at	
Posture for mindfulness		Teach back time	Experiencing other approaches to teaching	Making the business case for mindfulness	River Cottage Canteen	
Reflection & Next day prep		Reflection & Next day prep	Reflection & Next day prep	Reflection & Next day prep		
Personal	Personal	Mind-body research (Optional)	Personal	Personal	Personal	
Time for reflection	Time for reflection	Personal Reflection	Time for reflection	Time for reflection	Time for reflection	

<sup>1</sup> As a CMI Member you will receive over £1000 worth of added value, including, access to ManagementDirect, networking & mentoring opportunities

## Advanced level WorkplaceMT Trainer Training

If you are interested in working towards 'Verified Trainer' status, the following routes are open to you:

- Professional Discussion assessment – submitting evidence of your successful delivery of three or more courses in the workplace. This may involve us observing you as you teach or the submission of video recordings of your classes. You will need two or more participants who attended your training to act as referees. If you co-teach with a more experienced trainer, your co-trainer may be able to act as a referee, reducing the need for additional evidence of performance.
- Completing a Bangor or Oxford TTR2 or equivalent which observes you teaching two or more 'weeks' of training
- Attending our Advanced Workplace<sup>MT</sup> Trainer Training

### Preliminary requirements

- Successful completion of Workplace<sup>MT</sup> Foundation Level Trainer Training
- The ability to provide evidence of three full Workplace<sup>MT</sup> courses that you have delivered.

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## 4: Course outcomes

### Outcomes of a recent course

Three months after a recent course run in our training centre in Devon, 60% of participants had started to deliver training in the workplace. They told us:

- "I am full on mindfulness for the workplace! I have had discussions with 6 companies, and so far two have signed up for training"
- "I'm just about to run my first workshop"
- "I have been asked to deliver corporate mindfulness training for staff next month who work for my country's national government"
- "I have finally landed my first exploratory discussion with a charity.... they are keen to do a pilot"
- "An article about workplace mindfulness training I offer has just been published in a business magazine"
- "I have successfully adapted WorkplaceMT training for a well-known research organisation. I have received excellent feedback from researchers and leaders alike"

### Course outcomes from the last three years

- 100% would recommend our program to a colleague. 91.67% would highly recommend.
- 100% report that all their personal goals had been met. 52% of participants reported exceeding their personal goals.
- Participants feedback reported that by the end of the course their confidence had almost doubled (94.96% increase in confidence), with some individuals reporting a five-fold increase.
- Participants doubled their confidence in making the business case for mindfulness with clients, and more than tripled their confidence in adopting the TME Workplace<sup>MT</sup> workplace focussed approach to teaching mindfulness

## What our Participants say...

<p>"I had the most amazing time with two very inspiring teachers, who shared real-life stories about applying mindfulness in the workplace"</p> <p>Maria: HR Manager, UK</p>	<p>"Exceptional. Truly a remarkable and hugely enjoyable experience with the loveliest of people"</p> <p>Martin: Doctor, UK</p>	<p>"Highly professional, thorough, engaging and very practical....Your work is grounded in integrity and passion - this came through in every single session"</p> <p>Gayl: Business coach, UK</p>
	<p>"Coming from an insight / Buddhist approach the emphasis on the use of language was vital - I learned the correct use of language for the workplace and different client groups"</p> <p>Victoria: Charity CEO, UK</p>	
<p>"If you practice mindfulness and have a wish to teach it to others in a workplace setting with knowledge of both the research behind it and the benefits it can bring to both individuals and businesses, there is no better course."</p> <p>Sean: Veterinary H&amp;S Manager, UK</p>		<p>"The training is practical and comprehensive with lots of useful materials and scientific research. It is a wonderful experience."</p> <p>Cindy: Clinical Psychologist, Hong Kong</p>
	<p>"The session on pitching / selling was invaluable for developing a business case"</p> <p>Fiona: Aberdeen University Mindfulness Masters degree student</p>	
<p>"The materials on making the business case and underpinning neuroscience will help me to be more confident in meetings with clients - really valuable"</p> <p>Thais: Leadership Development consultant and author, Brazil</p>	<p>"I now feel confident and well equipped to start training mindfulness in the workplace. Thank you"</p> <p>Steve: Training and Development Manager, Local authority, UK</p>	<p>"A great week. Well facilitated. Great pace and structure. Lovely setting and food. Engaging teachers".</p> <p>Ashley: Senior Product Manager, Publishing company, UK</p>

## 5: Meet the team



**Marina Grazier** has over 20 years of experience in the Business Consulting and IT sectors working for organisations such as IBM, EDS/HP and KPMG Consulting.

Marina retrained as a psychologist to teach mindfulness at the Oxford Mindfulness Centre (OMC), Oxford University. Marina joined the OMC Development Board in 2010 and co-founded The Mindfulness Exchange (TME)

as a University spin-off, specializing in evidence-informed mindfulness training for the workplace. As Owner and Managing Director of TME, Marina is a pioneer of mindfulness training and teacher training, and co-creator of the Workplace<sup>MT</sup> approach to teaching mindfulness in the workplace, which helps people master their minds and flourish at work.



**Juliet Adams** is a Fellow of CIPD with a Masters in Training and Performance Management who combines over 20 years of experience working in HR, Training Design, Organisational Development and Change roles with an in-depth knowledge of mindfulness.

Developing Mindfulnet.org has brought her into contact with mindfulness thought leaders worldwide, who have shaped and influenced her work. Juliet has organised three Mindfulness at Work international conferences and has authored 'Mindfulness at work for dummies' and 'Mindful leadership for dummies', and acts as an 'expert adviser' to the Mindfulness Initiative.

As Owner and Managing Director of 'A Head for Work', Juliet is a pioneer of mindfulness in the workplace training and co-creator of the Workplace<sup>MT</sup>. Juliet teaches mindfulness in a wide range of public and private sector organisations and works with Marina on the design, delivery and evaluation of Workplace<sup>MT</sup> teacher training.



## 6: Discover our training venue: Symondsdown House



Our highly effective training programme is delivered from Symondsdown House, a stunning Georgian house on the Devon/Dorset border, 2 hours and 40 minutes from London Waterloo. The house has views over the Axe Valley and beyond.

Stuart and Marina welcome you to share their home, Nestled in seven acres of private grounds. Situated just outside the bustling market town of Axminster, close to River Cottage HQ. The countryside is as dramatic as it is unspoilt and is designated as an area of outstanding

Natural Beauty with the Jurassic Coast and Lyme Regis resort just a few miles away. Students are accommodated in one of the eight comfortably furnished bedrooms in the main house, or one of the two cottages located in the grounds.

We all sit down together to enjoy our meals at the huge antique table in the beautiful dining room, sharing stories and ideas and laughter whilst we enjoy home cooked healthy food.



## Key benefits of attending a CMI recognised program

- The Chartered Management Institute (CMI) was established 60 years ago to improve the way that organisations are managed and led. CMI is well respected and well recognised for excellence in management and leadership development.
- CMI recognition of our Mindfulness trainer Training demonstrates that TME maintains the highest level of development, benchmarked against Management National Occupational Standards.
- A CMI endorsed certificate is a quality standard widely recognised by employers.
- Successful completion of our Foundation program entitles you to 12 months of CMI membership worth £110. CMI membership allows you to join the professional home of managers and leaders, a vibrant community of more than 100,000 from all sectors and career points. CMI membership includes:
  - CMI Achieve, a CMI mentoring programme for managers and leaders.
  - ManagementDirect; CMI's unique online multi-media knowledge base.
  - Networking opportunities at CMI's many events.



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The final word comes from Ana, a 2019 student from Beirut

*"Almost 2 weeks since I came back. Slowly coming to my senses after our intense training, I am finally realizing the scope of work that took place during this March 2019 WorkplaceMT trainer training.*

*While sharing my experience in Symondsdown House with colleagues, friends and family, a set of words arose every time I narrated this intensive week: ACADEMIC EXCELLENCE. And having attended many international workshops, I know where the benchmark is. I was sceptical about taking a non-academic route for this training but you swept my doubts after the first few hours.*

*The quality of your teachings, the organization of the themes, the time management, the leisure breaks, the teach-backs, absolutely every intervention was perfectly orchestrated. The intensive periods and the release moments were always in balance. Both of your teaching styles, complimentary and in perfect harmony. The happy & vibrant energy that you managed to spread during our meals and outings, despite your responsibilities & load of work. The personalized contact with each and every one of the attendees.*

*But most of all, carefully going back through all the teachings that you have given us, the quantity and more specifically the quality of all the material is simply excellent. I am grateful, I honour & sincerely bow to the work that you do, truly. Thank you for spreading it so generously, professionally and in such an accessible manner. Two women, changing the world one training at a time. I love it!"*

Anna Larriu, Mindfulness teacher, Lebanon.

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## Ready to book or find out more?

Training places are strictly limited. Typically we run 3 Foundation Training programmes in the UK each year, with a maximum of ten participants on each course.

For further information, to check course availability, or for an informal chat, please contact Marina Grazier: [Marina@mindfulness-exchange.com](mailto:Marina@mindfulness-exchange.com)