

# Improving Mindfulness





# **OVERVIEW**

Welcome to The Mandatory Training Group's online Improving Mindfulness training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Improving mindfulness is about understanding yourself and being "in-the-moment". Learners will become more mindful of their actions and learn how to express and interpret their present environment. They will create positive connections and increase their self-regulation of attention and personal experiences.

This online Improving Mindfulness training course will provide benefits throughout your professional and personal lives. This online Improving Mindfulness training course through gratitude, filtering, and active listening will give your participants the advantage of seeing things in a new light. This online Improving Mindfulness course offers learners an increased recognition of mental events in the present moment, which provides countless benefits.

#### Improving Mindfulness – E-Learning Course – CPDUK Accredited

- Study method Online, self-paced
- Estimated duration (Indicative CPD hours) 4 hours
- Course format Online (24/7 access)
- Entry requirements no prerequisites required
- Assessment type Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification Downloadable CPD certificate
- Cost(s) of assessment and certification Assessment and certification costs included in the course price
- Course accreditation CPD Certification Service (CPDUK)
- Course access Part-time (1-year access)
- Course delivery via desktop PC/MAC, laptops, tablets or smartphones.

#### Who is the course for?

This online Improving Mindfulness training course is for anyone looking practice mindfulness, live in the present and addresses the dangers of distorted thinking. This helps learners to stay in tune both mentally and emotionally, improving perspectives to enhance personal and professional success. These skills will enhance the learner's experience, skills and employability opportunities.

#### Course aims

With our comprehensive online Improving Mindfulness training course, you will begin to identify your patterns of thinking. As you learn to practice mindfulness, you will cultivate positive emotions that will have a dramatic effect on the work environment.





#### Learning outcomes

The learning outcomes of this online Improving Mindfulness training course are to:

- 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.

### What is covered in this course?

This online Improving Mindfulness training course includes the following:

#### Module One: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

#### Module Two: What is Mindfulness?

- Buddhist Concept
- Bare Attention
- Memory
- Psychological Concept
- Case Study
- Module Two: Review Questions

#### Module Three: Practicing Mindfulness

- Mindfulness Meditation
- Attention
- Acceptance
- Scanning
- Case Study
- Module Three: Review Questions

#### Module Four: Emotional IQ

- Purpose of Emotions
- Performance Emotions
- Swing Emotions
- Blue emotions
- Case Study
- Module Four: Review Questions

#### Module Five: Cognitive Distortion I

- Dichotomous Reasoning
- Magnification and Minimization
- Filtering (Including Disqualifying)
- Jumping to Conclusions
- Case Study

#### Module Six: Cognitive Distortion II

- Destructive Labelling
- Personalising
- Blaming
- The Tyranny of the Should
- Case Study
- Module Six: Review Questions

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# Module Seven: Mindfulness-Based Cognitive Therapy

- Mental Modes
- Doing Mode
- Being Mode
- Metacognitive Awareness
- Case Study
- Module Seven: Review Questions

### Module Eight: Mindfulness and Gratitude

- What is Gratitude?
- Gratitude Journal
- Gratitude Exercise
- How to Form a Habit
- Case Study
- Module Eight: Review Questions

# Module Nine: Cultivating High-Performance Emotions

- Emotion-Cognition-Behavior Triangle
- Cultivating Enthusiasm
- Cultivating Confidence
- Developing Tenacity
- Case Study
- Module Nine: Review Questions

# Module Ten: Mindfulness and Customer Service

- Individually Focused
- Active Listening
- Building a Rapport
- Timing
- Case Study
- Module Ten: Review Questions

### Module Eleven: Mindfulness and Leadership

- Mental Resilience
- Focus
- Compassion
- Creativity
- Case Study
- Module Eleven: Review Questions

### Module Twelve: Wrapping Up

- Words From The Wise
- Review Of The Parking Lot
- Lessons Learned
- Recommended Reading
- Completion Of Action Plans And Evaluations

### Why is this online Improving Mindfulness training course essential?

So, why is it important to be mindful? Mindfulness is a term that is frequently used but rarely defined. Mindfulness is the practice of purposely focusing your attention on the present moment and accepting it without judgment. Mindfulness is now being examined scientifically and is a critical element of stress reduction and overall happiness.

Mindfulness practices can help us to increase our ability to regulate emotions, decrease stress, anxiety and depression. It can also help us to focus our attention, as well as to observe our thoughts and feelings without judgment.





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## **HOW IT WORKS**

#### Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

#### Online Support 24/7

Customer service teams interact with clients through email and live chat support.

#### **Refund policy**

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

#### Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

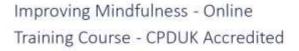
#### Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

#### 100% Money Back Guarantee

We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

Member







# ACCREDITATION

#### End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

#### Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

#### Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.



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# WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.







#### **Civility in the Workplace Training Course for Global Executives**



"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

#### Nicolle Billmyre, YPO, Texas, USA

reed.co.uk



#### Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK

#### Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK



#### Statutory and Mandatory Training for Primary Care Providers

DOSD Healthcare

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



#### Healthcare choice for everyone Statutory and Mandatory Training for Healthcare Providers

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

#### Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

# edenbrown synergy

#### **Online Training and Development for the Public Sector**

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK

# Thealth

#### Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

#### Kate McLoughlin, Nuffield Health, Bournemouth, UK



# LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

#### WEBSITE

The Mandatory Training Group - Online Training Courses

#### **WORKING HOURS**

Mon - Fri / 9:00AM - 5:00PM

### **Online Training Courses, Programmes & Qualifications**

The Mandatory Training is the leading UK provider of accredited online courses,

- 1. Business and Entrepreneurship
- 2. Health and Safety
- 3. Health and Social Care
- 4. IT and Cyber Security
- 5. Leadership and Management

- 6. Mental Health Awareness
- 7. Microsoft Office
- 8. Personal and Professional Development
- 9. Statutory and Mandatory Training
- 10. Soft Skills Development

