



MINDFUL PROFESSIONAL COURSE™



#	Lesson Titles	Key Learnings	Key Thought (KT) & Tools (T)	Questions for you & your team
1	How to Enhance Your Personal & Professional Value	(1) How to navigate challenge & change (2) How to meditate & "push the pause button" (3) Why attitude is more important than skills & knowledge	KT: Why you need to learn, un-learn & re-learn T: Focus Wheel on achieving your desired outcome T: Interview a mentor in the next month	Q: What are my expectations for this class? Q: Am I just trying to keep up with my daily tasks, or am I looking to develop my leadership skills? Q: Do you have the bandwidth to coach and mentor team members as a leader?
2	The Mind-Body Connection	(1) A healthy & sustainable lifestyle is important (2) Realize how your physical & emotional health affect your productivity & creativity (3) Understand the impact of stress on the mind and body	KT: Be calmly active & actively calm T: Evaluate NuCalm stress reduction system T: Meditate for 3-min 2 times a day	Q: What stresses me out at work? Q: What "triggers" me into overwhelm? Q: How do you "push the pause button"?
3	Your Two "Selves"	(1) Understand the difference between the ego and the Higher-Self (2) How your ego undermines your success (3) Become aware of how thoughts become things	KT: How to get out of your own way T: Take a note of when your old habits are in control of you T: Make a list of who and what triggers a negative response	Q: Am I coming from my ego or Higher-Self in this moment? Q: How can I do this differently next time? Q: What are some of my self-limiting beliefs/thoughts?
4	Becoming a Leader at Work & Home	(1) Success begins with you (2) Build & align your team (3) Become a 21st Century leader	KT: The way you do anything, is the way you do everything! T: Become aware of your leadership style by getting feedback & input from others T: Introduce yourself to two new hires within their first 90-days	Q: Am I growing as a leader? Q: Do I know what my people think about me? Q: Do I really want to know?
5	Meet with Your Mindful-Buddy	(1) Solicit/provide inspiration, motivation & support (2) Apply your new learning (3) Enhance accountability through feedback & input	KT: Two heads are better than one T: Identify Mindful-Buddies T: Schedule weekly meetings with your Mindful-Buddy	Q: What are the benefits of having a Mindful-Buddy? Q: Am I open to input & feedback? Q: Am I willing to be authentic & vulnerable?
6	Energy & Magnetism	(1) The importance of your beliefs, thoughts & feelings (2) Your perception creates your "reality" (3) How your "vibe" influences others	KT: How thoughts become things T: Note your "habitual" positive & negative thoughts T: Manage your first & last thought of the day	Q: Who or what triggers your positive thoughts? Q: Who or what triggers your negative thoughts? Q: How can I reframe negative into positive thoughts?
7	Taking Personal Responsibility	(1) How to have greater influence & impact (2) How to enhance your personal & professional development (3) How to have deeper & more meaningful relationships	KT: Your "vibe" is who you are T: Make a note each time you blame others T: Identify ways you can improve the situation	Q: Who or what do you blame the most? Q: How can you be more collaborative? Q: How can I get my team to take greater responsibility?
8	Aligning Purpose-Vision-Mission	(1) The value of a purpose-driven culture (2) Be known as the club & employer of choice (3) Continuous focus on what's most important	KT: Importance of the "big picture" T: Read the club's strategic plan T: Make a note of how you would add value	Q: How important is the club culture to your success? Q: How would you define the ideal club culture? Q: How can I get my team to align with the club's vision?
9	Mindfulness & Stress Reduction	(1) Understand the purpose of stress (2) Stress is self-inflicted and manageable (3) Methods & techniques to help	KT: There's nothing serious going on here T: Acknowledge how your reactions are the cause of the stress T: Take situations seriously, but not personally	Q: Are you open to shifting how you react to your stress triggers? Q: Who or what are your primary triggers? Q: How can we help each other to reduce stress?
10	Work-Life Balance	(1) Understand what work-life balance is for you (2) Discuss your work-life balance with those closest to you (3) Methods & technologies to help to be more balanced	KT: Schedule priorities, then prioritize schedule T: Do a Focus-Wheel (with your spouse/partner) on your personal & professional goals T: Make temporary modifications for greater balance	Q: What are the major factors affecting your work-life balance? Q: Does your overall lifestyle need to change? Q: Who could you talk with about your work-life balance issues?
11	Mindfulness & Meditation	(1) Tips to slow the "monkey-mind" (2) Secrets of deeper sleep (3) The relationship between breath and mind	KT: Awareness: The starting point T: Practice breathing exercise to calm the mind T: Schedule daily mini-meditations	Q: Are you open to concentration and meditation practices? Q: How deeply do you sleep? Q: What are the benefits of calming "monkey-mind"?
12	Empathy in the Workplace	(1) Emotional intelligence is a 21st Century leadership skill (2) The value of empathy and non-judgment (3) How to upgrade your relationships & communication	KT: Seek 1st to understand, then to be understood T: Discuss with your Mindful-Buddy the value of being more empathetic T: Watch "empathy" videos on YouTube	Q: On a scale of 1-10 how emotionally intelligent are you? Q: Who is the most empathetic person you know? Q: How empathetic are you?
13	Core Communication Skills	(1) Communication is about listening, questioning & storytelling (2) The importance of understanding your audience (3) Your voice tone, facial expression & body language are "communications"	KT: The goal of communication is shared meaning T: Hit the "pause button" and review before sending an email, text or communication T: Get feedback from your Mindful-Buddy on a "sensitive" email or communication before sending	Q: Who is the most challenging person you regularly communicate with? Q: How could you improve communication with challenging individuals? Q: What can you do to help others be more mindful communicators?



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14	Active Listening, Questioning & Storytelling	(1) Understand the value of "active" listening (2) Ask questions with curiosity (3) Understand why "facts tell, but stories sell"	KT: Message sent vs. message received T: Listen twice as long as you talk T: Make a "cheat sheet" of valuable questions	Q: Are you a "curious" listener or do you have agenda ? Q: Do you ask questions to gain understanding? Q: What assumption do you have that is preventing you from listening for meaning?
15	The 7 "Can Opener" Questions	(1) Collaboration allows greater accomplishment with less effort (2) The importance of new & different thinking (3) The value of building a second "family" at work	KT: Seek 1st to understand, then to be understood T: Practice asking "What's on your mind?" T: Practice asking "And what else?"	Q: What is your skill level as a questioner? Q: Are you comfortable with getting into "unchartered waters"? Q: What is your resistance to asking meaningful questions?
16	Collaboration & Co-Creation	(1) People support what they co-create (2) Becoming more open-minded (3) Accomplishing more with less effort	KT: There's no "I" in TEAM T: Get team buy-in through dialogue T: Ask yourself, "How can I a better collaborator"	Q: What makes you a good collaborator? Q: What prevents you from being a better collaborator? Q: How can I help others be better collaborators?
17	Learning Your Impact on Others	(1) How your thoughts & beliefs influence others (2) How your actions affect others (whether you know it or not) (3) The value of input & feedback	KT: You only know what you know T: Identify your primary strengths & weaknesses T: Ask for & give your Mindful-Buddy feedback	Q: Do you know what your team members think of you? Q: Do you want to know? Q: How would you get feedback from your team?
18	Creating Your Mindful Community	(1) Community is about shared value & vision (2) The value of "being real" with each other (3) Authentic communication	KT: It takes a village T: Identify and connect with 3 elders/mentors T: Identify & share with like-minded people (Online or at work)	Q: What is your definition of a "mindful community"? Q: How would you go about building your mindful community (at work)? Q: How mindful are you at home?
19	Creating a Safe Learning Environment	(1) It starts with reducing judgement (2) The freedom to "fail forward" (3) The value of lightheartedness & laughter	KT: Non-judgmental curiosity T: Become aware of your judgmental language (words & tone) T: Meet weekly with your Mindful-Buddy to discuss feeling safe	Q: On a scale of 1-10, how safe do you feel at work? Q: What does a "safe learning environment" look like to you? Q: How would go about discussing this topic with your team?
20	Your Role, as a Coach & Mentor	(1) Understand the difference between a manager, coach & mentor (2) Sustain & enhance the vision & culture (3) Manage engagement with board, leadership & staff	KT: Helping others "Be all you can be" T: Find a coach &/or mentor T: Identify and coach/mentor people with potential	Q: Who do you see as a mentor for yourself? Q: Who would most appreciate you as a mentor? Q: What would make you a better coach/mentor?
21	Manage Your Mind with Mindfulness Techniques	(1) Understand what it means to be "conscious" (2) Learn how you sometimes "self-sabotage" (3) Have a toolbox of mindful practices	KT: The cost of staying the same? T: Close your eyes and take 6 deep breaths T: Discuss "ways we can be more mindful" with your Mindful-Buddy	Q: How can you tell if you are being more mindful? Q: Who is the most mindful person you know? Why? Q: What are the benefits of becoming more mindful?
22	Mindfulness & Your Professional Aspirations	(1) Your attitude affects your choices and outcomes (2) Attitude = 85% of your success (3) The value of taking more personal responsibility	KT: How to become a 21st Century leader T: Write a paragraph about why you will become an increasingly successful leader T: List your specific leadership/career goals	Q: Where do you see yourself in 2 years? Q: What could the club do to help achieve your goals? Q: Are you open to being coached?
23	Vision Versus Problem Solving	(1) Understand your primary mindset (fixed or growth) (2) The way you see the problem IS the problem (3) How to re-frame problems into opportunities	KT: Begin with the end in mind T: Close eyes and take 6 deep breaths T: Think outside the box	Q: What percentage of your time do you "fight fires" vs. being creative? Q: What one major change would you like to see at your club? Q: Does each department have a vision statement?
24	The Value of Openness	(1) The ego stands between an open and closed mind (2) Openness creates deeper relationships (3) Building a high-trust community starts with authenticity & transparency	KT: Curiosity never killed anything T: Challenge your own beliefs in conversation T: Tell somebody something they don't know about you	Q: How would you describe "openness"? Q: What would be the benefit of being more open in your workplace? Q: Who is the most open-minded person you know?
25	The Chapters of Life	(1) You are the author of your next chapter (2) Each new chapter requires a personal upgrade (3) Transitions require new ways of thinking	KT: There's always a next step T: Do a Focus Wheel (Desired outcomes for your next chapter) T: Share your focus wheel with your Mindful-Buddy or a trusted colleague	Q: What would be the title of your book? Q: What do you want the next chapter of your life to look like? Q: What do you want your final professional chapter to look like?
26	Becoming a 21st Century Leader	(1) Mindfulness is THE core leadership skill (2) Education without application has no value (3) Great leaders create great cultures - at home & at work	KT: First things first T: Share the most important thing you're learning T: Update your resume to reflect your learnings	Q: What is your primary learning from this program? Q: How has this program motivated you to become a better leader? Q: How do you plan to continue to learn and grow?