



## Mindful Professional Course

Mindful "U" offers a certification program, enabling students to earn a Certified Mindful Professional (CMP) accreditation. Below are the topics covered in 26-week, peer-to-peer class. Learn more at [www.MindfulU.org](http://www.MindfulU.org).

### How to Enhance Your Professional Value

WEEK 1

- How to navigate challenge and change
- How to meditate and push the pause button
- Why attitude is more important than skills and knowledge

### The Mind-Body Connection

WEEK 2

- A healthy and sustainable lifestyle is important
- Realize how your physical and emotional health affect your productivity and creativity
- Understand the impact of stress

### Your Two Selves

WEEK 3

- Understand the difference between the ego and the Higher-Self
- How your ego undermines your success
- Become aware of how thoughts become things

### Becoming a Leader

WEEK 4

- Success begins with you
- Build and align a team
- Become a 21st Century leader

### Meet With Your Mindful Buddy

WEEK 5

- Solicit/provide inspiration, motivation and support
- Apply your new learning
- Enhance accountability through feedback and input

### Energy and Magnetism

WEEK 6

- The importance of your beliefs, thoughts, and feelings
- Your perception creates your reality
- How your vibe influences others

### Taking Personal Responsibility

WEEK 7

- How to have greater influence and impact
- How to enhance your personal and professional development
- How to have deeper and more meaningful relationships

### Aligning Purpose, Vision, and Mission

WEEK 8

- The value of a purpose driven culture
- Be known as the club and employer of choice
- Continuous focus on what's most important

### Mindfulness and Stress Reduction

WEEK 9

- Understand the purpose of stress
- Stress is self-inflicted and manageable
- Methods and techniques to help

### Work-Life Balance

WEEK 10

- Understand what work-life balance is for you
- Discuss your work-life balance with those closest to you
- Methods and technologies to help to be more balanced

### Mindfulness and Meditation

WEEK 11

- Tips to slow the "monkey-mind"
- Secrets of deeper sleep
- The relationship between breath and mind

### Empathy in the Workplace

WEEK 12

- Emotional intelligence is a 21st Century leadership skill
- The value of empathy and non-judgment
- How to upgrade your relationships and communication

### Core Communication Skills

WEEK 13

- Communication is about listening, questioning, and storytelling
- Know your audience
- Your voice tone, facial expression, and body language are "communications"

### Active Listening, Questioning & Storytelling

WEEK 14

- Understand the value of active listening
- Ask questions with curiosity
- Understand why facts tell but stories sell

### 7 "Can Opener" Questions

WEEK 15

- Collaboration allows greater accomplishment with less effort
- The importance of new and different thinking
- The value of building a second family at work



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### Collaboration and Co-Creation

WEEK 16

- People support what they co-create
- Becoming more open-minded
- Accomplishing more with less effort

### Learning Your Impact on Others

WEEK 17

- How your thoughts and beliefs influence others
- How your actions affect others (whether you know it or not)
- The value of input and feedback and body

### Creating Your Mindful Community

WEEK 18

- Community is about shared value and vision
- The value of being real with each other
- Authentic communication

### Creating a Safe Learning Environment

WEEK 19

- It starts with reducing judgment
- The freedom to fail forward
- The value of lightheartedness and laughter

### Your Role as a Coach and a Mentor

WEEK 20

- Understand the difference between a manager, a coach, and a mentor
- Sustain and enhance the vision and culture
- Manage engagement with board, leadership, and staff

### Managing Your Mind

WEEK 21

- Understand what it means to be conscious
- Learn how you sometimes self-sabotage
- Have a toolbox of mindful practices

### Mindfulness and Professional Aspiration

WEEK 22

- Your attitude affects your choices and outcomes
- Attitude = 85% of your success
- The value of taking more personal responsibility

### Vision vs. Problem Solving

WEEK 23

- Understand your primary mindset (fixed or growth)
- The way you see the problem IS the problem
- How to re-frame problems into opportunities

### The Value of Openness

WEEK 24

- The ego stands between an open and closed mind
- Openness creates deeper relationships
- Building a high-trust community starts with authenticity and transparency

### The Chapters Of Life

WEEK 25

- You are the author of your next chapter
- Each new chapter requires a personal upgrade
- Transitions require new ways of thinking

### Becoming a 21st Century Leader

WEEK 26

- Mindfulness is THE core leadership skill
- Education without application has no value
- Great leaders create great cultures - at home and at work