CeDR
CORPORATE CONSULTING
198501004328 (136767-V)

MINDFULNESS @ THE WORKPLACE

DATE: *3-4 June / 1-2 October 2025*
11-12 February 2026

DURATION: *2 Days*
HRD CORP SCHEME:
HRD Corp Claimable Courses

FEE: *RM900*

PROGRAM CONTENT

In today's fast-paced and high-pressure work environments, **Mindfulness @ at the Workplace** has become a critical skill for employees at all levels. It enhances focus, emotional regulation, and clarity, helping individuals stay present and make better decisions even under stress. By training the mind to pause, observe, and respond thoughtfully, mindfulness reduces burnout, improves productivity, and supports overall mental well-being.

Beyond personal benefits, mindfulness fosters a more compassionate and collaborative workplace culture. It encourages active listening, reduces conflict, and promotes empathy in team interactions. As organizations strive for sustainable performance, integrating mindfulness becomes essential for building resilient, engaged, and emotionally intelligent teams.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Understand the science and principles behind mindfulness.
- Apply mindfulness techniques to reduce stress and improve emotional regulation.
- Develop better focus, presence, and productivity at work.
- Cultivate resilience and self-awareness in challenging work situations.
- Enhance team collaboration through mindful communication.
- Create a sustainable mindfulness practice plan tailored to individual needs.

METHODOLOGY

The method of learning would include:

- Interactive & Fun Learning with Short Lecture
- Experiential facilitated learning
- Videos
- Adult Learning Methodology
- Group Discussion & Brainstorming Sessions
- Dynamic Role-Plays

WHO SHOULD ATTEND

- First Level Manager
- Executive/Supervisory
- Non-executives

FACILITATOR

Daniel Gonzaga

A L&D and OD leader with 15 years of human resource and organization development, Daniel demonstrates a good track record as a strategic business partner in local and multinational corporations, He has coached business owners, business leaders, and high-potential talents to be successful in their lives and businesses, and has a passion to support Leadership teams to gain clarity in setting business objectives and strategies and is bullish on bringing out the best in people and having them create greater opportunities and possibilities in all aspects of life.

PROGRAM CONTENT

Module 1
Introduction to Mindfulness at Work
- Definition & myths of mindfulness
- Neuroscience of mindfulness: How the brain responds
- Benefits of mindfulness for professionals
- Workplace stressors and the need for presence

Module 2
The Power of Attention and Awareness
- Understanding the “wandering mind”
- Attention training and focus-building
- Noticing distractions without judgment
- Developing mental clarity

Module 3
Emotional Intelligence through Mindfulness
- Identifying emotional triggers
- Responding vs. reacting
- Building emotional resilience through observation
- Practicing self-compassion

Module 4
Mindfulness in Daily Work Activities
- Being mindful in routine tasks (emails, meetings, decision-making)
- Mindful eating and walking
- Interrupting autopilot mode

Wrap-Up: Reflection Circle
- Key takeaways from Day 1
- Individual reflection journaling
- Sharing experiences (voluntary)

Module 5
Mindful Communication and Active Listening
- Listening with full presence
- Managing difficult conversations
- Non-verbal mindfulness
- Cultivating empathy

Module 6
Stress Management through Mindfulness
- Understanding workplace stress responses
- Using the body scan to reduce tension
- Creating pause moments during the day
- Mindful transitions between tasks

Module 7
Building Resilience and Mental Agility
- Psychological flexibility through mindfulness
- Responding to uncertainty and change
- Learning to "let go" and refocus
- Techniques to recharge during burnout

Module 8
Creating a Sustainable Mindfulness Practice
- Personalizing mindfulness tools for daily use
- Integrating short practices into workflow
- Using apps & digital tools mindfully
- Creating personal mindfulness goals

Closing Session: Integration & Commitment
- Final reflections
- Sharing personal action plans
- Q&A
- Mindful closing meditation & gratitude practice

PROGRAM SCHEDULE

Day 1

9:00am	- 10:30am	:	Module 1
10:30am	- 10:45am	:	Coffee Break
10:45am	- 1:00pm	:	Module 2
1:00pm	- 2:00pm	:	Lunch
2:00pm	- 3:30pm	:	Module 3
3:30pm	- 3:45pm	:	Coffee Break
3:45pm	- 5:30pm	:	Module 4
			End of the day

Day 2

9:00am	- 10:30am	:	Module 5
10:30am	- 10:45am	:	Coffee Break
10:45am	- 1:00pm	:	Module 6

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1:00pm	-	2:00pm	:	Lunch
2:00pm	-	3:30pm	:	Module 7
3:30pm	-	3:45pm	:	Coffee Break
3:45pm	-	5:30pm	:	Module 8

End of the day