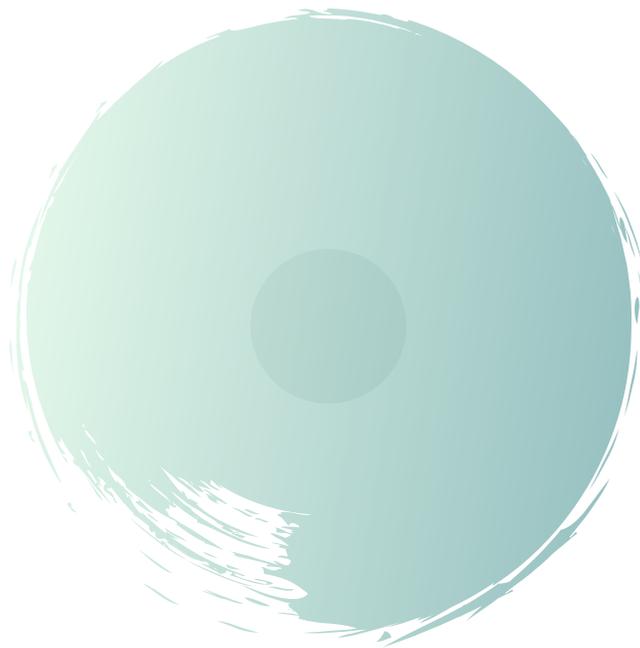


Organisational Mindfulness Proposal Document



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introspect
mindful insight

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About Mandy Johnson:



Mandy Johnson is a Mindfulness-Based Coach, Supervisor & Facilitator with an undergraduate degree from UCT in Industrial Psychology and Sociology. Mandy completed her Graduate Diploma in Counselling (Coaching) through Sacap (South African College in Applied Psychology) in 2011. She is credentialled as a Master Practitioner Coach (CMP), with COMENSA and has completed her Post Graduate Certification in Mindfulness-Based Interventions at Stellenbosch University through the Faculty of Medicine. Mandy is currently a Supervisor on the Stellenbosch University post graduate programme and is now offering courses and supervision for mindfulness teachers, coaches and the anybody interested in their wellbeing. Mandy worked in Organisations for 18 years in Sales and Management and knows first hand, the pressure faced by Executives. After suffering a burn-out and cancer, she studied further to find ways to grow individuals wellbeing and resilience. Her guiding principle for establishing Introspect Coaching & Facilitation, is motivated by her deep commitment and focus on Trauma Informed Mindfulness and Race Awareness in the South African context. Mandy runs a monthly Race Affinity Group online, encouraged by the work of Ruth King, who wrote Mindful of Race. Mandy is currently teaching a new 8-week Peace in a Frantic World course, designed by Mark Williams. Mark was a Professor of Clinical Psychology Director of the Oxford Mindfulness Centre and Principal Research Fellow in the University of Oxford Department of Psychiatry. He is also one of the incredible team who designed Mindfulness-based Cognitive Therapy (MBCT), to prevent new episodes of depression. She is also teaching a co-designed offering called uMama Wethu: Restoring the Spirit of Mother Earth. This course is designed to broach the intersection between African Indigenous Knowledge Systems and Contemporary Mindfulness.

Latest Testimonial:



Sannette Koopman | Global Edge Technologies

"I have always cognitively understood the importance of mindful meditation, but have never really practiced it or received any guidance or teaching on it. When our company then considered running Mandy's Taste of Mindfulness webinar programme I was very excited about the opportunity to learn from an experienced mindfulness practitioner. But it turned out to be so much more than just that. Mandy is a master and the very epitome of a mindful being and a mindful life. She held our space so well. I never thought that a group of IT professionals would immerse themselves so well in a topic like this and stick to it to the very end. Initially, I was concerned that running a programme of this nature in a virtual space would be challenging, but the more we progressed the more I realized that this was the perfect setting for people who might not be familiar with these kinds of practices. It provided a safe space for them to 'put their toes in the water' in the privacy of their own homes. On a personal level it has changed my life. I tend to get anxious quite easily, and mindful meditation has given me a simple yet profoundly impactful way to ease the impact of life's curveballs, and to choose mindful responses over intuitive reactions. It is still early days so I am sure I will experience many more benefits the longer I practice it. Thank you Mandy. Our group really enjoyed and benefited from your sessions, and I have learnt so much from you in the very limited time we had together." November 2020

Creativity and the Importance of Cognitive Fluidity



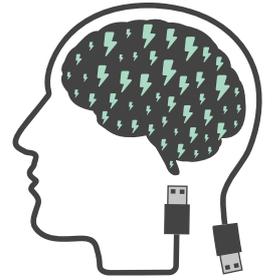
Recent research indicates that creativity and cognitive fluidity is among the top ten skills required in the future world of work. A number of studies in cognitive psychology and neuroscience have shown the effects of mindfulness and meditation training in reducing cognitive rigidity and enhancing a range of cognitive functions, well beyond the initial emphasis on attentional processes. Such cognitive functions include the higher cognitive functions associated with cognitive control and thinking, spanning from selective processing of task-relevant perceptual inputs to working memory, episodic memory encoding and retrieval, and more efficient thought processes across multiple tasks.

In his book, *Mindfulness for Creativity*, Danny Penman argues that mindfulness meditation and other mindfulness practices enhance three essential skills necessary for creative problem solving. First, mindfulness switches on divergent thinking. In other words, meditation opens your mind to new ideas. Second, mindfulness practice improves attention and makes it easier to register the novelty and usefulness of ideas. And finally, mindfulness nurtures courage and resilience in the face of scepticism and setbacks, which is important because failure and setbacks are inextricably linked with any innovation process.

(Source: Harvard Business Review, by Emma Schootstra, Dirk Deichmann and Evgenia Dolgova, August 29, 2017)

Mindful meditation quietens the mind, and a quieter mind is more likely to have room for new and innovative ideas about the challenges one faces in life, which include business and artistic endeavours.

Our Brain on Stress



Unfortunately, modern day stresses and challenges are everyday phenomena, and have become even more so during COVID-19, not only because of the health threat but also because of the significant change it introduced in our lives. When we're under stress, the brain secretes cortisol and adrenaline that mobilize us to handle a short-term emergency effectively. However, when stress is prolonged it becomes an ongoing hazard for performance, creativity and cognitive fluidity. In that case, attention narrows to focus on the cause of the stress, not the task at hand. Our memory reshuffles to promote thoughts most relevant to what's stressing us, and we fall back on negative learned habits. The brain's executive centers - our neural circuitry for paying attention, comprehending, and learning - are hijacked by our networks for handling stress, and this directly impedes our ability to think logically and creatively.

Practice Self-Regulation

Self-regulation is a key ability of emotional intelligence. People who can manage their emotions well are able to recover more quickly from stress arousal. This means, at the neural level, quieting the amygdala and other stress circuits, which frees up the capacities of the executive centers. Attention becomes nimble and focused again, the mind flexible, the body relaxed. And a state of relaxed alertness is optimal for performance. Mindfulness allows us to train our minds to come into focus and remain alert and aware.

Mindfulness and Attention



Attention matters. The ability to focus and pay full attention is the key to high performance and personal fulfilment. Attention works much like a muscle - use it only a little and it will wither; use it as much as possible and it will grow and strengthen as a mental asset. With cultivating attention and focus we are more able to navigate life in an increasingly complex world, fraught with unstoppable pressure and resulting distraction. Attention training is key to how we contend and thrive in the midst of increasing complexity. Using Mindfulness techniques each and every time you observe your mind wandering off and return it to focusing on the breath, will really pay dividends and strengthen your ability to concentrate.

The top benefits of workplace Mindfulness programmes have been identified as follows:

- Enhanced problem solving and decision making.
- Lengthened attention span and improved absorption of new Info.
- Improved creativity and adaptability.
- Enhanced client and employer/employee relationships through actively listening, being appreciative, and demonstrating a kind awareness that translates into business success.
- Improved performance and productivity through improved cognitive flexibility, concentration and creativity (88% of Mindfulness participants within IF Insurance, Sweden reported an increased ability to stay focused).
- Reduction in levels of stress within individuals, reduction in costs of absenteeism due to stress and stress-related illness (Transport for London reported a fall of 71% in days taken off for stress, anxiety and depression).
- Greater resilience suggesting improved emotional intelligence, with people generally better equipped to cope with demanding workloads, deadlines and decision-making.
- Employees with a greater capacity for tolerance within the workplace through improved self- regulation of thoughts, emotions and behaviours.

- Increased staff retention through employee job satisfaction and employee engagement.
- Enhanced job satisfaction through a clearer sense of purpose.
- Enhanced interpersonal relations at work (Again at Transport for London, 80% of participants reported improved relationships).

The top benefits of a workplace Mindfulness programme on leadership, have been identified as:

- Greater ability to think strategically and greater clarity of thought and creativity.
- Enhanced, more thoughtful and deliberate decision-making and listening skills.
- Enhanced self-awareness.
- Being able to pay attention to the impact of response to oneself and others/other situations.
- Ability to respond rather than react, and, deal with situations more calmly and less judgmentally.
- Greater personal energy and resilience.
- Clearer sense of core purpose/personal purpose and values.
- Greater productivity and focus.

Source: *Uncovering Mindfulness: In Search Of A Life More Meaningful*
"Mindfulness In The Workplace and Every Other Place" 1st edition_©
2014 Paul A Mudd.

The Programme:



The purpose of the training is to introduce and explore mindfulness, by developing skilful new resources and tools. These internal capacities develop resilience and coherence, thereby reducing the burden and cost of stress, in an ever changing and demanding work environment.

The Programme Elements:



1. Pre-course Introductory Webinar Session (1 hour, to explore interest in the topic)

An opportunity to learn more about the science and application of mindfulness. This allows participants to experience the practice in more depth and is good for team building, enhancing skills, and helping participants understand the value of time out as opposed to perpetual time in. The 1-hour webinar is experiential and leaves participants with short practices, they can use immediately.

Topics covered:

- Window of Tolerance - Dan Siegel
- Brain Model - Dan Siegel
- Exhaustion Funnel
- Three Emotional Regulation Systems - Paul Gilbert
- Heart Math - Coherence

Practices explored:

- Heart Focused Breathing
- Inner Ease
- Quick Coherence

2. 4-Part Mindful Resilience Process (for those who indicated interest in further exploring Mindfulness)



Module 1 - Starting Where You Are (1 hour, 15 mins)

Topics covered:

Mindfulness is an innate capacity in all of us. Together we can begin to explore and taste what this “way of being” feels like. We begin by learning to adopt an attitude of curiosity and suspending judgment.

- Define Mindfulness and Dispel Myths
- Attitudes of Mindfulness
- Noticing our Unsettled Minds
- Posture and Why it Matters
- Intention and Motivation

Practices explored:

- Raisin exercise
- Three-minute breathing space
- Triangle of Awareness



Module 2 - Coming Back (1 hour, 15 mins)

Topics covered:

When we notice our attention has wandered and we have become lost in thought or the story, we simply notice this and use a mindfulness support as a reference point for coming back, gently to the present moment.

The Body as a Place to Stay Present

The Breath as an Anchor

Practices explored:

Body and Breath



Module 3 - Turning Towards (1 hour, 15 mins)

Topics covered:

Turning towards our experience is counter-intuitive. We as humans like to escape. If we remain on autopilot we tend to habitually react, but by turning towards whatever is arising - we learn to choose a more skilful response.

- Experiencing and Understanding our Reactivity and Stress
- Creating Spaciousness around Thoughts and Emotions
- Exploring what Nourishes and What Depletes us

Practices explored:

- RAIN (Recognize - Allow - Investigate - Nurture)



Module 4 - Kindness, Compassion & Self-Acceptance (1 hour, 15 mins)

Topics covered:

Our deepest intentions lie in the heart. Kindness and compassion are an integral part of living a wise and skilful life. In order to cultivate Kindness and Compassion, the groundwork is to start with deeper levels of Self-Acceptance.

- Exploring the Science & Cultivating Compassion
- Where to from Here? - A Commitment to Cultivating Practice
- Closing the Programme

Practices explored:

- Self-compassion break - Kristin Neff's research
- Soften Sooth Allow - Supporting the Parasympathetic Nervous System



Financial Investment:



MINDFULNESS BASED CORPORATE TRAINING INVESTMENT SCHEDULE:

Pre course Webinar Introductory Session

1 hour on Zoom

R6 500.00

Four Part Mindful Resilience Process

1 hour 15 min on Zoom

R29 000.00

Total Investment

R35 500.00



Payment terms:

If you accept the proposal, a 50% upfront payment is required to secure the training and the 50% balance due on completion of the workshop.

Postponements:

Where the client is required, based on business requirements to postpone a scheduled date, the parties undertake to give one (1) week's notice of the change. The Client and Introspect undertake to make every reasonable endeavour to accommodate the postponement to the amended date. However, in the event that Introspect is not available on the amended date, this would be treated as a cancellation of the required service.

Cancellation:

Introspect must be advised, in writing, of the cancellation of any component of the process. A cancellation of any aspect or component of an intervention will result in a charge of 50% of the stated fee, if we are notified no less than 2 (two) weeks in advance of the commencement date of the scheduled event or process. 100% of the fee will be payable if Introspect is advised less than 1 (one) week before the scheduled commencement date of an event or process. If there is any aspect of this proposal that you wish to obtain clarity on, please do not hesitate to contact us.

Next Step:

Thank you for your consideration of this proposal. I look forward to being part of a new well-being initiative at your organisation.

Should you be happy to proceed with this intervention I would appreciate it if you could sign this proposal for the purposes of my contracting records and return it to me at: mandy.j@telkomsa.net

I accept the process, terms and conditions of the proposal set out above.

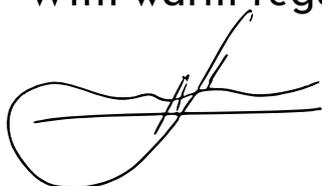
Print name: -----

Signature: -----

Date: -----

I look forward to being of service and partnering with you.

With warm regards,



Mandy Johnson

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