



Mindfulness at work

Why Mindfulness Matters at Work

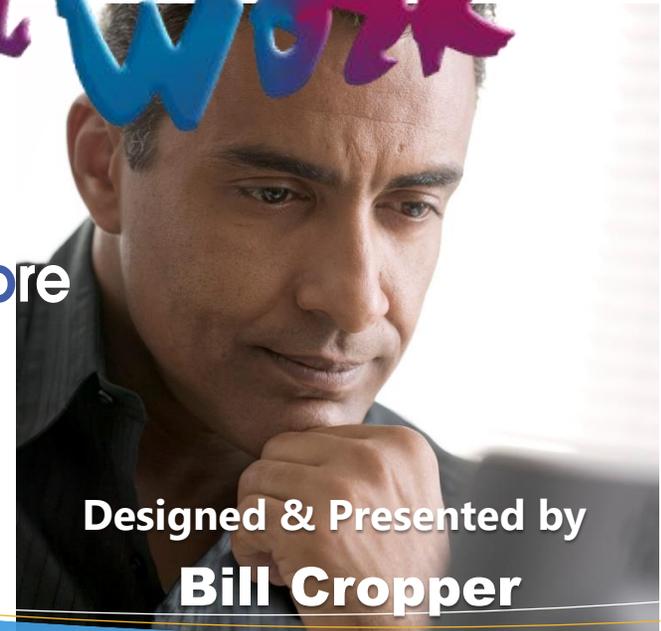
So often at work, accidents and mistakes happen because our minds aren't on the job. We get distracted. Our mind wanders. We fail to pay attention, rush in without thinking and disaster follows.

What's this about?

We like to think work is a place of uninterrupted concentration, when it's actually more a case of continuous partial distraction. In busy jobs when we feel pressured or plain overloaded with daily heavy-duty demands, we rarely stop to be present; to attend to what's going on right in front of us; to focus our full attention on the job, or the person at hand.

The costs of mindlessness at work are colossal but go un-catalogued: mistakes, stress, loss of concentration, re-work, accidents. Mindfulness is a way we can train our brains to be able to focus on what matters most at work – a conversation, a task, a priority or a pressure. It can help us be present, prevent mind-wandering and most of all become more fulfilled, healthy and productive.

A 1-day clinic on the 5 Mindfulness Markers to retrain your brain for more clarity, focus, balance, presence and personal productivity....



Designed & Presented by
Bill Cropper

5 Reasons your Staff should do this short-course...

- ☑ Strengthen their focus and attention at work
- ☑ Increase resilience, relieve stress and reduce anxiety
- ☑ Be more present to people and situations
- ☑ Manage distracting thoughts and emotion
- ☑ Sense of calm, well-being and emotional balance

For next public clinic dates near you...

Enquiries & in-house options contact...

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We can come to you... call us on 07-4068 7591 for a quote...

Why not run Mindfulness at Work ON-SITE in your organisation?

If public dates or locations don't suit, you have a group of 12 or more you'd like to attend or you just want to run something specially for your team or unit, savings can be made by running this course on-site at your own facility.

Who is this for?

Participants at our mindfulness and emotional intelligence clinics come from ranks of leaders, professionals and workers of all sorts. This short clinic is specifically aimed at staff from any walk of working-life, who want to learn a few simple ways to improve their focus, presence, balance, sense of personal job satisfaction and refresh themselves.



What we'll cover...

- Why mindfulness matters for work and life
- The *5 mental markers* of mindfulness
- Mindful thinking, mind-traps and mind-wandering
- Managing to be present: ways to focus your attention
- Managing emotions mindfully – balancing feelings
- Brain-training: neuro-science facts of mindfulness
- Productive & unproductive emotional & thought-states
- Mindful Medicine: well-being, stress-relief & resilience
- Mental tools: mindfulness minus meditation
- Mindful listening, speaking and communicating
- Being with your body – tune in to physical presence
- Mindful Action – doing things mindfully
- Myths of multi-tasking and managing distractions
- Minding your self-talk, your reactions and self-identity

Your Presenter...

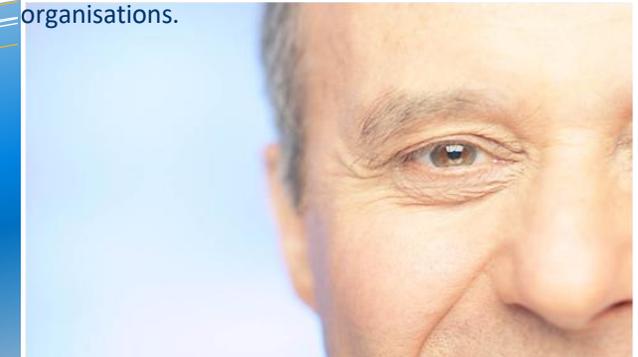
Bill Cropper is Director of The Change Forum and creator of our programs. He is a seasoned change facilitator, coach and course presenter.

Bill has been a preferred provider for leadership, coaching and change services for many local, state and federal government departments and has extensive experience working with all organisation levels from shopfloor to executive teams, delivering leadership, team-building, emotional intelligence, conversational coaching and change clinics.

With a background in work process redesign, teams and strategic change, Bill's work now centres on building the emotional, conversational and relational capabilities people need to be more connective leaders, more productive team-players and create more constructive and compassionate workplace cultures.

For the past 15 years, he's concentrated on developing his popular series of public leadership coaching clinics on an ever-expanding range of topics. He translates current theory and concepts into tangible tools and practical step-by-step processes people can easily understand, apply and benefit from in their work-lives.

Bill's a prolific designer of practical, user-friendly self-coaching guides and toolkits. He also regularly undertakes individual leadership coaching assignments with executives and managers in various organisations.



Make-up your own mindfulness action plan with our take-away guide...

REGISTER On-Line at www.thechangeforum.com or Phone 07-4068 7591

Single: \$550... 2 places: \$990... 3+ places \$440 pp [GST inc]

Includes • Self-Coaching Toolkit, Lunch & refreshments

Venues • centrally located, confirmed on registration