

Smiling Mind— Workplace Program

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The current situation in corporate Australia

Mental health is everyone's business:

- 1 in 5 Australian employees report that they have taken time off work due to feeling mentally unwell in the past 12 months¹.
- It is estimated that the impact on untreated mental health conditions to Australian workplaces is substantial, at approximately \$11 billion per year².
- However research shows that every dollar spent on identifying, supporting and case-managing workers with mental health issues yields close to 230% return in improved productivity, through increased work output and reduced sick and other leave³.

This highlights:

1. The need for pre-emptive mental health tools that build the capacity for people to manage the stress, pressures and changes in everyday life.

2. The need to equip adults, employers and employees with skills, tools and best-practices to build mentally healthy workplaces, that also promote productivity and work-life balance.

Global research has identified the benefits of meditation as two-fold:

To the employer:

- Reduced absenteeism and presenteeism
- Increased retention of skilled staff
- A positive, creative working environment
- Supports staff with existing mental health conditions
- Increased engagement and morale

To the employee:

- Increased productivity and attention
- Stress management skills
- Clearer, more focused thinking
- Heightened performance and achievement
- Increased resilience
- Increased positive emotion, life satisfaction and self-esteem beyond the workplace

Just as muscles can be strengthened through exercise, mindfulness is a skill that can be developed through practice for as little as five minutes a day to start seeing the benefits.

Program offering

The Smiling Mind Workplace Program is a preemptive mental health and wellbeing program containing tailored mindfulness meditations and workshops specific to today's working environment. The objective of the Smiling Mind Workplace Program is to teach employees how to develop skills to manage their mind more effectively using the tool of mindfulness and in doing so, support stress management, develop focus, and increase connections within life at work and at home.

Workplace app

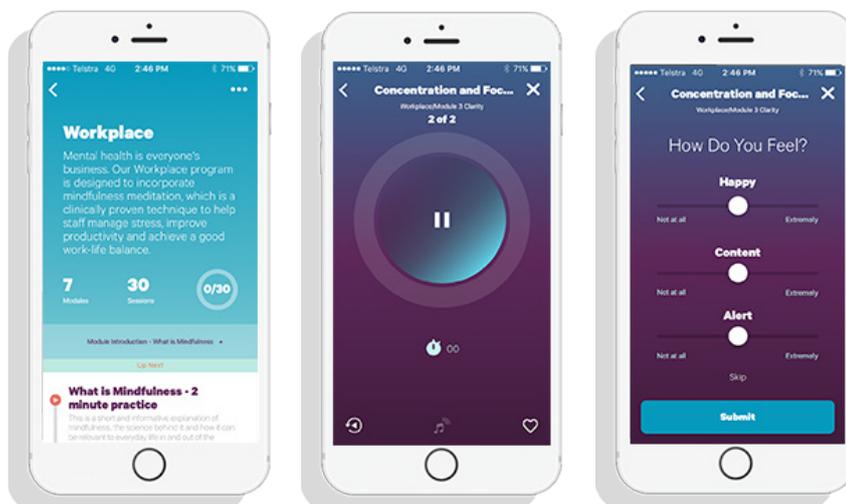
The program is organised into 5 modules with videos, meditations and practical exercises. It is a great idea to start with the short instructional video for each module and then work through each of the activities and the sessions for each module.

Advantages of introducing the Workplace App are:

- Designed by organisational psychologists to address today's working environment concerns
- Includes around 40+ different Mindfulness Meditations
- Meditations are between 1, 3, 5, 10 and 15 minutes long tailored to suit the fast pace of workplaces
- Addresses stress, sleep, concentration and focus, managing change and transition, leadership
- Includes daily practices such as brain break and sitting exercises
- Includes practical activities to help bring moments of informal mindfulness into the everyday such as moving with awareness between meetings, breathing techniques, listening exercises
- Ability to measure results and provide feedback.

Participants are guided through the app's structured program that covers topics including:

- Module 1 – Everyday Mindfulness (Introduction, moving with awareness)
- Module 2 – Calm (Focusing on stress, sleep, and change management)
- Module 3 – Clarity (Building concentration and focus)
- Module 4 – Connection (With yourself, others and bringing out the inner leader)
- Module 5 – Mindful Mastery (Decision making, resilience, and mindful communication)



Workshop series

Smiling Mind delivers a series of 60-minute face-to-face mindfulness meditation workshops. We can deliver these sessions via webinar if required. These workshops have been developed by organisational psychologists to address key areas of concern identified in today's working environment including:

Workshop 1: Introduction to Mindfulness

This workshop provides a highly practical and engaging overview of the role and relevance of mindfulness in the workplace and addresses the following areas:

- Why is Mindfulness and Meditation important in business now?
- Impacts of stress on health, happiness and productivity
- A brief overview of the science of mindfulness
- Key benefit of mindfulness at work
- What is Mindfulness and what is meditation?
- How do we practice Mindfulness formally and informally at home and at work?
- Default vs Active mode of the brain
- Formal meditation practice and debrief
- 6 Key Mindfulness Mindsets
- Neuroplasticity and mindfulness and the brain
- Practical Mindfulness Tool Kit
- Individual Commitments to bringing mindfulness into the work day

Workshop 2: Calm

The key message in this session is that even though there are more demands placed on us now than any other time in history due to, among other things, technology, globalization and constant change we can manage our stress and emotional responses with more ease through practicing mindfulness.

- Reflection of personal responses to stress
- Overview of flight or fight response
- Stress and Performance – how can stress serve us?
- Emotions and Emotional Intelligence at work
- Mindfulness Mindsets – Non-judgement and Letting Go
- Formal Mindfulness Practice
- Practical Tools – Mindsets, Practices and Actions
- Individual Commitments to bringing more Calm into the workplace.

Workshop 3: Clarity

The key message in this session is that we all have access to more mental horsepower than we are currently using, we just need to learn how to manage our attention more wisely. Mindfulness and meditation help us to do this.

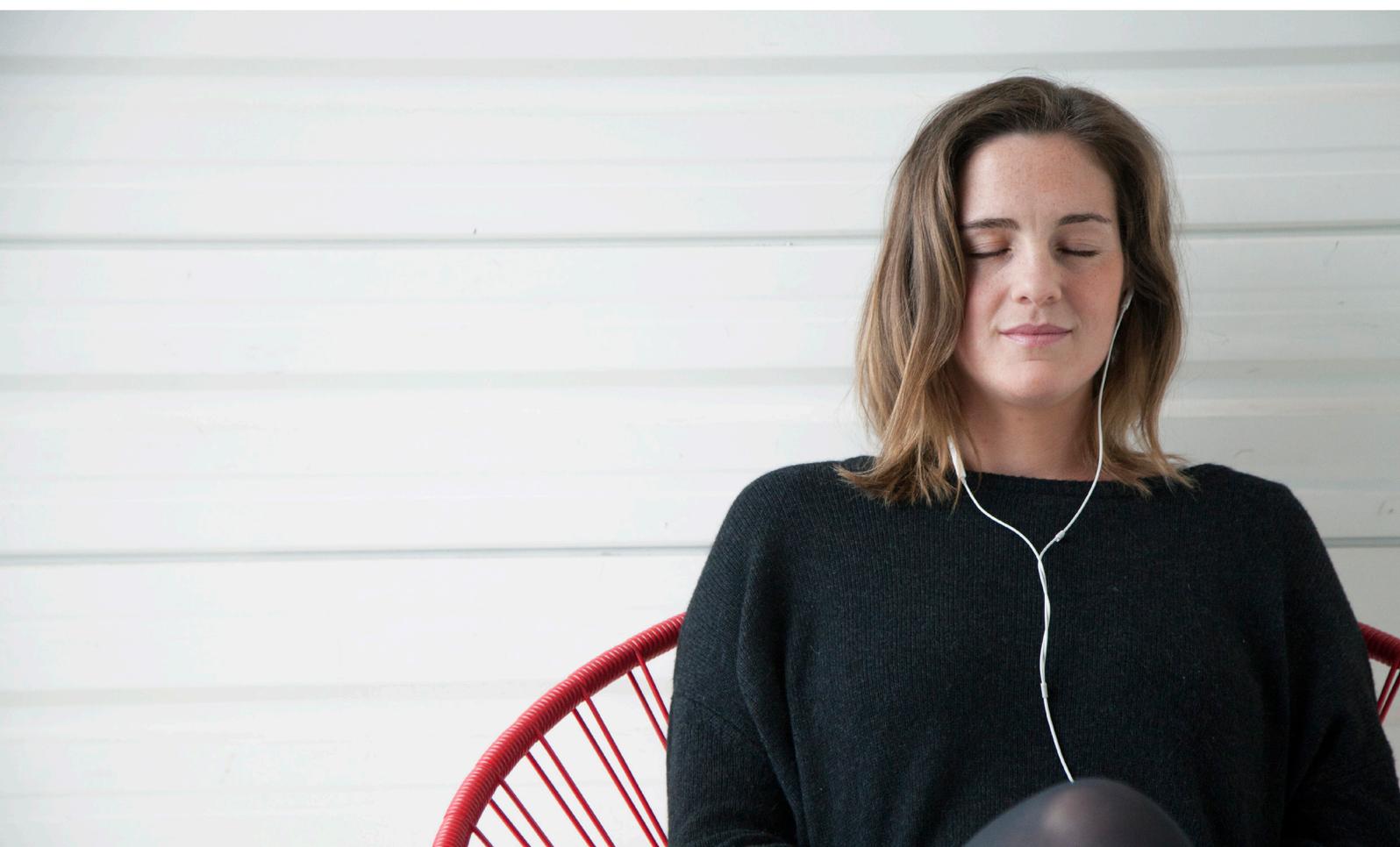
- What is the impact of mindlessness on our performance?
- Exploring when individuals feel most in flow
- Mindfulness can upgrade the hardware of the brain
- Focus and Memory
- Creativity and Innovation
- Mindfulness Mindsets – Beginners' Mind & Non-Striving
- Formal Meditation Practice
- Intuitive decision making and problem solving
- Practical Tools – Mindsets, Practices and Actions
- Individual Commitments to bringing more Clarity into the workplace

Workshop 4: Connection

The key message for this session is that we are not currently maximizing the access we could have to deeper relationships with both ourselves and others. Building our Mindfulness skills can support us to develop more self-awareness and self respect and in turn more collaborative team relationships as well as authentic leadership skills.

- We are all wired for connection – mindfulness can help us to satisfy this need
- Formal Meditation Practice
- Building self-awareness (the foundation of emotional intelligence) and self-respect
- Mindfulness Mindsets – Compassion & Acceptance
- Teamwork and Mindful Listening
- How to become and Authentic Leader
- Practical Tools – Mindsets, Practices and Actions
- Individual Commitments to bringing more Connection into the workplace
- 4-Session Program Review
- Organisational Mindfulness Initiatives

What is Mindfulness?
Mindfulness is a skill of fostering attention control; learning to focus your mind on one thing, and being able to bring your attention back to that one thing when thoughts or feelings, or something else in your environment, distracts you.



Bespoke workshops

In addition to our Core Program outlined above, Smiling Mind can facilitate the following specialist modules at your workplace (prices will depend on numbers, length of session, location and content development to suit your business needs):

Graduate/New Staff Induction Workshop

This interactive workshop will introduce the concept of mindfulness and explore the following:

- What is Mindfulness Meditation and why practice?
- Overview of the science: how it affects the body and the brain
- Practical daily activities and an introduction to informal and formal exercises
- How new staff can use the tool to:
 - Support themselves to thrive in a new environment;
 - Build resilience in times of change and heavy workload
 - Deal with stress and juggling the often competing demands work and life outside work.

Mindful Leadership Workshop

A workshop for leaders and aspiring leaders, with a focus on Mindful Leadership and its application to your business covering the following topics:

- An exploration of the scientific basis of mindfulness and the evidence regarding its use in the workplace
- An introduction to the mind-body interaction and the effect of stress and distraction on the brain.
- Understanding why mindfulness is critical in improving performance and productivity and the ways to use the practice to achieve this;
- Authentic leadership, compassion, resilience and courage; how these concepts apply in your business
- How to build leadership presence within your business specifically; a conversation will be facilitated around the following areas:
 - Self-awareness, self-leadership and professional leadership
 - How to lead confidently and consciously through tough conversations, complex problems and difficult decisions
 - How to use mindfulness tools in a practical way to help with leadership, management and communication.

Mindfulness at Work: Research and Science

Smiling Mind works closely with a team of experts from Monash University who, in conjunction with Smiling Mind, can deliver a 60 minute session that explores the scientific underpinnings of mindfulness and the evidence regarding its use in the workplace. It will include the mind-body interaction, the stress response, the effect of attentional states on the brain, the role of mindfulness for mental health problems like depression and anxiety, and the importance of mindfulness for performance. There will be a brief introduction to the formal practice of mindfulness meditation and the informal practice of being mindful in daily life.

Work/Life Space and Mindfulness

Employers often think of work-life balance as something that employees can achieve by flexible work schedules, or a well structured wellbeing program. Many employees, however, lack the tools to be able to achieve a real sense of balance – in fact, so many of us are working from home, taking our work home, or blurring the lines of our 24/7 lives and are not able to maintain a healthy work-life balance.

This highly engaging, relevant and practical workshop focuses on work/life and the role of mindfulness in managing our time at work and outside work. The session will give participants the tools to help them effectively build emotional boundaries between work and life.

6 week course: Mindfulness Stress Reduction in the Workplace

A 6 week course to gain an understanding of mindfulness meditation in a simple and practical way. The course is an investment in your staff's mental health and wellbeing. With Smiling Mind's research, this evidence based mindfulness course has been developed to improve productivity and wellbeing, reduce stress and increase emotional awareness.

It will help your staff:

- Communicate more mindfully
- Strengthens attention and concentration
- Overcome limiting thoughts and beliefs
- Improve mental and physical wellbeing by changing patterns of anxious thinking
- Learn to improve focus, memory and productivity
- Learn to accept difficult experiences or change
- Increase ability to cope more effectively with both short and long-term stressful situations
- Increase resilience and peace of mind
- Improved self esteem:
- Support stress management and stress reduction.
- Enhance/change workplace culture

Each participant will receive:

- 6 x 1 1/2 hour mindfulness sessions
- Mindfulness Stress Reduction in the Workplace Manual
- Access to the Workplace Program App for 6 months



A demonstrated success model: Smiling Mind in the workplace

BP Case Study

As part of BP's Health and Wellness Programs to reinforce their commitment to good health and physical, mental and social wellbeing for their employees, Smiling Mind's Workplace Program was introduced in October 2014.

The six-month program commenced with a series of four 60-minute Workshops themed Mindfulness 101, Calm, Clarity and Connection held every Monday at BP Head Office in Melbourne with staff located around Australia and New Zealand teleconferencing in. This was supported with an extensive Communications Strategy to help build ongoing employee engagement and attendance week on week.

A survey was developed following the workshops with results showing:

- 96% reported the Introductory Workshop sparked their interest into the concept of mindfulness and motivated them to want to learn more
- 100% found the Calm Workshop useful in giving insight in managing stress more effectively.
- 93% found the Connection Workshop was useful in giving insight into building deeper and more authentic relationships.

During the course of the workshop facilitation, the Workplace app was introduced with licenses purchased for 300 staff. Over time, the uptake has grown from Australian and New Zealand employees to global use from BP in the UK and the USA.

IBM Case Study

In 2013, Smiling Mind developed the Workplace Program in conjunction with IBM Australia and renown organisational psychologists. The app-based program was piloted with 200 staff across Australia and New Zealand complemented by workshops and communication strategies to create sustainable cultural and behavioural change.

Evaluation showed statistically significant results to show the program decreased employees perceived stress levels.

In addition:

- 68% of users report a greater sense of calm
- 42% report feeling more focused
- 37% of people use the app during the working day
- 79% find the App to be of personal benefit

IBM continues to work with Smiling Mind, offering the Workplace app to their staff in 2016 and 2017.

“

I've seen quite a few introductions to mindfulness practice and I think this is one of the best and most accessible programs. It's not got the "hippy trippy" overtones or the overly clinical/science overlay, but rather easy to understand and apply analogies and language. Good job on bringing this into BP.

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A bit about Smiling Mind...

Smiling Mind is working to build, support and develop mentally healthy minds at all stages in life.

Any profits made through the Workplace Program will fund the provision of free programs supporting the mental health of young people. These young minds will enter the workforce equipped with the life skills to manage everyday challenges and reduce incidence of mental illnesses.

The result, a lifecycle of smiling minds.

Smiling Mind is an innovative not-for-profit making mindfulness meditation widely accessible as a pre-emptive mental health tool, via a free App and web program.



Since 2012, Smiling Mind has:

- Over 2 Million App downloads
- More than 35,000 Education Program subscribers
- 300,000+ e-Newsletter subscribers
- 130,000+ social media fans
- National partnerships with Frasers Property Australia, Virgin Mobile, Cricket Australia, IBM, beyondblue, and IGA.
- Developed four core programs: Community, Education, Sport, Workplace
- Board Members including Professor Frank Oberklaid OAM - Founding Director at the Royal Children's Hospital, and Ambassadors such as Dr Michael Carr-Gregg, Adolescent and Child Psychologist.

Our goal is to see mindfulness meditation on the national Australian curriculum.

**Smiling Mind is
modern meditation.
It gives a sense of calm,
clarity and contentment.**

