

Mindfulness Workshop Facilitator Guide

Overview: “Mindfulness is the awareness that emerges through paying attention on purpose, in the present moment, and nonjudgmentally to the unfolding of experience moment by moment.”¹ It is a secular (non-religious) practice that is backed by a growing body of compelling scientific evidence that indicates a wide range of potential benefits, from improving physical and mental health to promoting pro-social behavior.² Mindfulness can play a vital role in helping students—and teachers—create a classroom environment conducive to learning and personal growth.

Getting Started with the Mindfulness Toolkit: The toolkit contains the materials you or someone in your school will need to facilitate a workshop on mindfulness. Please download all of the materials if you haven’t already done so. If you have any questions, feel free to contact Info@transformingeducation.org.

Inventory: Your toolkit should include the following items:

- The Mindfulness Workshop Facilitator Guide
- The Mindfulness Presentation (the main workshop slide presentation), including a video on student and parent perspectives on mindfulness.
- The Mindfulness Introduction and Strategies Handout
- Survey link (<https://goo.gl/54xcjU>), which goes to a feedback survey to be shared with workshop participants near the end of the session:

How to Use/Modify the Mindfulness Toolkit: To make things as easy as possible, we’ve intentionally tried to put all of the information you need to run the session on the main presentation slides themselves and in this document. However, the session can be modified to suit your needs. The presentation and materials have been developed in editable formats so that you can edit them or select a subset of the materials to use based on your own situation.

Note on Session Length

This workshop was designed to be run in a single 90-minute session. If you have less time, we recommend that you use an abbreviated version of the toolkit. While you won’t be able to cover all the materials, educators should still be able to derive value from it. Please use the following guidelines to create a ~45-minute abbreviated session using the Mindfulness Presentation PowerPoint you already have:

- **Skip the second part of the Opening Activity (slide 6)**
- **Skim slides 8 and 9 (summarize; less than one minute each)**
- **Skip Activity #2 (slide 14)**
- **Skip linked video on slide 27**
- **Skim Sample Strategies on slides 22, 23, 24, 27, 28**

Kabat-Zinn, J. (2005). *Coming to our senses: Healing ourselves and the world through mindfulness*. Hachette UK

²Zenner C, Herrnleben-Kurz S, Walach H. (2014). *Mindfulness-based interventions in schools—a systematic review and meta-analysis*. *Frontiers in Psychology*.

A Critical Step: Testing Your Technology Setup

At least two days before the workshop, we recommend that you download the presentation to the computer you will be using during the workshop. Please check that the presentation displays and advances properly. Also check that the video on slide 16 will run when you reach the slide or click on it directly.

Additional Pre-Workshop Activities: Before the session, you will need to:

- Print copies of the Introduction to Mindfulness handout for each participant.
- Make sure each participant will have a smartphone, iPad, or laptop for the feedback survey at the end.
 - Provide participants with survey link: <https://goo.gl/54xcjU>

Workshop Agenda for Facilitators

The following is an agenda that can be used to run the mindfulness workshop session. The timing of each portion is an estimate only and can be adjusted based on your own situation. (Note: Depending on your computer, you may need to reformat the spacing below for the section times and information to line up.)

Session Length: 90 minutes

Introduction (slides 1 to 3)	2 minutes
<ul style="list-style-type: none"> Participant objectives 	
Opening Activity: (slides 4 to 6)	18 minutes
<ul style="list-style-type: none"> (Part One) 3-minute facilitator-led mindfulness practice (Part Two) Partner and whole-group discussion <ul style="list-style-type: none"> <i>NOTE: It is up to you whether/how participants will share out. Consider extending the session to create more time for sharing out and/or discussion.</i> 	
Defining Mindfulness (slides 7 to 9)	5 minutes
<ul style="list-style-type: none"> Overview of definition and key aspects of mindfulness Key concerns and FAQs 	
Why Mindfulness Matters (slides 10 to 15)	15 minutes
<ul style="list-style-type: none"> Summary of why mindfulness matters for students and educators Group Activity #2: Mindfulness and Reactivity (think-pair-share) Video 1: Student and Parent Perspectives of Mindfulness 	
Mindfulness in the Classroom: Teachers (slides 16 to 18)	5 minutes
<ul style="list-style-type: none"> Discussion of whether teachers need experience before teaching mindfulness 	
Mindfulness in the Classroom: Part I (Practices and Routines) (slides 19 to 25)	15 minutes
<ul style="list-style-type: none"> Suggestions for integrating mindfulness using specific practices and routines Specific focus on simple, foundational practices 	
Mindfulness in the Classroom: Part II (Curricula and Activities) (slides 26 to 30)	15 minutes
<ul style="list-style-type: none"> Suggestions for integrating mindfulness into curricula and dedicated activities 	
Closing Activity: Planning for Implementation (slide 31)	5 minutes
Wrapping Up (slide 32 to 34)	5 minutes
<ul style="list-style-type: none"> Briefly review some additional resources on slide 32 Ask teachers to take out their smartphone, iPad, or laptop Ask teachers to look in their email for the survey link (if applicable) or go to https://goo.gl/forms/eooph5Najm7JvcOg1 to fill out the feedback survey before they leave 	

Adjourn

Facilitator Survey

Please follow the link to <https://goo.gl/forms/eooph5Najm7JvcOg1> and fill it out. We greatly appreciate your feedback!

Abbreviated Workshop Agenda for Facilitators

The following is an agenda that can be used to run an abbreviated ~45-minute workshop session. The timing of each portion is an estimate only and can be adjusted based on your own situation. (Note: Depending on your computer, you may need to reformat the spacing below for the section times and information to line up.)

Session Length: 45 minutes

Introduction (slides 1 to 3)	2 minutes
<ul style="list-style-type: none"> Participant objectives 	
Opening Activity: (slides 4 to 6)	10 minutes
<ul style="list-style-type: none"> (Part One) 3-minute facilitator-led mindfulness practice (Part Two) Partner and whole-group discussion <ul style="list-style-type: none"> NOTE: Skip the second part of the Opening Activity (Slide 6) 	
Defining Mindfulness (slides 7 to 9)	5 minutes
<ul style="list-style-type: none"> Overview of definition and key aspects of mindfulness <ul style="list-style-type: none"> NOTE: Skim slides 8 and 9 	
Why Mindfulness Matters (slides 10 to 15)	5 minutes
<ul style="list-style-type: none"> Summary of why mindfulness matters for students and educators <ul style="list-style-type: none"> NOTE: Skip Activity #2 (slide 14) NOTE: Skip video (slide 15) 	
Mindfulness in the Classroom: Teachers (slides 16 to 18)	3 minutes
<ul style="list-style-type: none"> Discussion of whether teachers need experience before teaching mindfulness 	
Mindfulness in the Classroom: Part I (Practices and Routines) (slides 19 to 25)	10 minutes
<ul style="list-style-type: none"> Suggestions for integrating mindfulness using specific practices and routines <ul style="list-style-type: none"> NOTE: Skip slide 23, and skim slides 24 and 25 	
Mindfulness in the Classroom: Part II (Curricula and Activities) (slides 26 to 30)	8 minutes
<ul style="list-style-type: none"> Suggestions for integrating mindfulness into curricula and dedicated activities <ul style="list-style-type: none"> NOTE: Skip linked video on slide 27 	
Wrapping Up (slide 31 to 34)	2 minutes
<ul style="list-style-type: none"> Ask teachers to take out their smartphone, iPad, or laptop <p>Ask teachers to look in their email for the survey link (if applicable) or go to https://goo.gl/forms/eooph5Najm7JvcOg1 to fill out the feedback survey before they leave</p> <ul style="list-style-type: none"> NOTE: Skip slide 32 (or share electronically for participants' future reference) 	

Adjourn

Facilitator Survey Please follow the link to the survey fill it out. We greatly appreciate your feedback!

Script for Opening Activity on Slide 4 (Time: 3-4 minutes)

Below is a script for the opening mindfulness activity. Ideally, whomever leads it would have some experience practicing mindfulness. In any case, they should practice the script alone at least once before leading the group. It should be read in a calm, relaxed manner, pausing for a moment between lines to allow participants to observe their experience with each instruction.

- "We're going to try a brief, 3-minute-practice that includes some basic elements of mindfulness, such as posture, body relaxation and awareness, and breathing. If you do not wish to participate, you are free to observe or simply relax for these few minutes. Also remember that there is really no such thing as being good or bad at mindfulness; the goal is just to be open to whatever experience you have."
- "To begin, adjust your posture so that your back is straight if possible; not leaning forward and not putting too much weight on the back of the chair"
- "See that your head is straight, facing directly forward; and have your feet squarely on the floor"
- "At this point, if you feel comfortable doing so, you can close your eyes; if not, just relax your gaze onto the floor in front of you"
- "Relax your hands onto your lap, folding your right hand inside the left, or relax them onto your thighs; whichever you prefer; and relax your legs so that they aren't straining"
- "See if you're holding tension in your face: relax your forehead and brow; relax your jaw, and the inside of your mouth; see that you're not clenching your teeth"
- "Now, relax any tension in your shoulders; as if they were heavy"
- "Now bring your attention to your entire abdomen, letting your belly relax"
- "Check to see that your back is still straight"
- "Now direct your attention to your chest; your breathing"
- "Notice that when you breathe, your lungs expand... and contract"
- "Don't try to change anything; just observe your breathing"
- "For the next five or six breath cycles, try to focus deeply just on your breath, just as it is..."
- "And if you get distracted by your thoughts: no problem; simply bring your attention back to your breath (*longer pause*)"
- "When you're ready, gently open your eyes and come back to the room"
- "Thank you" [the group will now transition to the discussion phase of the activity]

Notes for slide 6

Slide 6 asks participants to try to identify the people in the four pictures shown.



Upper Left: Tim Ryan is a congressman from Ohio and major proponent of mindfulness. He's written a book called Mindful Nation.



Upper Right: Lebron James regularly uses mindfulness meditation as part of his game as a professional athlete.



Lower Right: Oprah Winfrey is a mindfulness proponent, and on her show she regularly discusses mindfulness as a path to productivity and fulfillment.



Lower Left: The British House of Commons, stopping "to meditate." "More than 95 MPs and parliament staff meet regularly for [mindfulness meditation](#) courses taught within Parliament. From the sound of it, these courses have been having a substantial effect: <https://www.doyouyoga.com/the-british-parliament-stops-to-meditate/>