BUSINESS TRAINING AND WORKFORCE DEVELOPMENT COURSE

COMMUNICATING MINDFULLY MICROcredential

Over the last two decades, mindfulness has experienced an exponential rise – from healthcare to education, the military to professional sports teams, training in mindfulness is improving physical and psychological health, as well as performance and life satisfaction. Many business leaders recognize the benefits mindfulness can bring to the workforce, including increased productivity and reduced healthcare costs. This 8-part series introduces you to the basics of communicating mindfully with a time-tested, internationally respected curriculum that infuses the study of mindfulness with the study of communication and emotional intelligence.

Bringing Philosophy to the Workplace

This course is designed around the fact that each moment of our lives is unique and unpredictable. It teaches you how to accurately assess internal and external factors involved in any given communication experience and make effective choices about how to communicate productively based on that awareness. Through the study of communication theory and mindfulness, participants learn to identify and modify unproductive communication habits, thus increasing their ability to manage stressful situations and improve relationships with others.

About the Instructor—Dan Huston

Dan Huston, NHTI, Concord’s Community College, Professor & Author of ‘Communicating Mindfully’, teaches mindful communication and writing in the English Department at NHTI. He has been incorporating mindfulness, meditation, and emotional intelligence in his communication curriculum for twenty years and was awarded NHTI’s 2008 Chancellor’s Award for Teaching Excellence. Huston is the author of Communicating Mindfully: Mindfulness-Based Communication and Emotional Intelligence, which has been adopted at numerous colleges and universities, as well as other publications on mindful communication.

Why NHTI?

Our Business Training and Workforce Development Center offers microcredentials to meet workforce needs. These sessions focus on high-demand skills for those who want to improve their careers by up-skilling and/or learning new practices. Interested workforce professionals can register for training without a formal admissions process and fast-track their careers with NHTI’s BTC microcredentials.

Learn more and enroll today by selecting Microcredentials (non-credit)

www.NHTI.edu/btc
Mindful Communication Workshop

**Session Descriptions**

**Meeting 1—Getting Started: Beginner’s Mind**
- Introduction to communicating mindfully
- Ekman’s model
- Soles-of-feet meditation

**Meeting 2—Conversation and Listening Skills: Paying Attention**
- Conversation skills
- Breath and sound meditation
- Awareness notebook/application discussions

**Meeting 3—Becoming Better Listeners: More Than Meets the Ear**
- Listening skills and common listening problems
- Affect labeling/Noting meditation

**Meeting 4—Nonverbal Behavior and Physical Sensations: What Our Bodies Are Saying**
- Nonverbal behavior
- Body-scan meditation
- Introduce final project

**Meeting 5—Self-Talk: Getting to Know Ourselves**
- Discuss final project progress
- Self-talk and interpersonal communication
- Loving-kindness meditation

**Meeting 6—Self-Concept: Who Do You Think You Are?**
- Discuss final project progress
- Self-concept
- Open-presence meditation

**Meeting 7—Assertive Behavior: Tell It Like It Is**
- Discuss final project progress
- Assertive behavior
- Assertive behavior meditation

**Meeting 8—An End and a New Beginning**
Final Presentations

**DID YOU KNOW?**

- **80%** U.S. workers say poor, ineffective workplace communication is their main source of work-related stress – a 30% increase from 2018.

- **65%** Americans aged 30–49 experience the most stress, and more than half of them are women.

- **55%** Americans report being stressed at work. The U.S. has one of the most stressed out populations — 20% higher than the global average.

- **41%** Stressed workers say that their elevated stress levels lead to decreased workplace productivity.

- **$190 B** The amount workplace stress costs the U.S. healthcare system annually; this accounts for up to 8% of national healthcare spending.