COURSE SYLLABUS

Mindfulness at Work: Managing Stress with Intention Course (Self-Paced)

Your job doesn't have to overwhelm you -- learn science-based techniques to skillfully navigate daily challenges and manage stress amid the chaos of work.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/manage-stress-through-mindfulness



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Course Outline

Module 1: Class Introduction

- Course goals and how the self-paced format works
- What to expect from a mindfulness-based approach to stress
- Setting a personal intention for the course

Module 2: What is Stress?

- The body's stress response and why it exists
- Common workplace stress triggers
- Short-term vs. chronic stress
- How unmanaged stress affects performance and well-being

Module 3: Foundations of Mindfulness

- What mindfulness is -- and isn't
- The science behind mindfulness-based stress reduction
- Core mindfulness skills: attention, awareness, and acceptance
- Simple ways to build a daily mindfulness practice

Module 4: The Relationship Between Stress & Mindfulness

- How mindfulness interrupts the stress cycle
- Reactive vs. mindful responses to pressure
- Building capacity to notice stress as it arises

Module 5: Decenter Stress with Mindfulness

- The concept of decentering from stressful thoughts
- Creating space between a trigger and your reaction
- Practicing nonjudgmental awareness of stressful moments

Module 6: Use Mindful Awareness to Beat Stress

- Breathing and relaxation techniques for in-the-moment stress relief
- Grounding exercises for high-pressure situations
- Bringing mindful awareness into everyday work tasks

Module 7: Shift from Negative to Positive Mindstates

- Recognizing negative thought patterns under stress
- Techniques for reframing stressful situations
- Cultivating a more positive, resilient mindset

Module 8: Responding vs. Reacting to Stress

- The difference between reacting and responding
- Mindful communication practices for difficult moments
- Having difficult conversations with greater calm and clarity

Module 9: Personal Mindfulness Plan for Stress Management

- Identifying your personal stress patterns and triggers
- Selecting the techniques that work best for you
- Building a sustainable, ongoing mindfulness practice