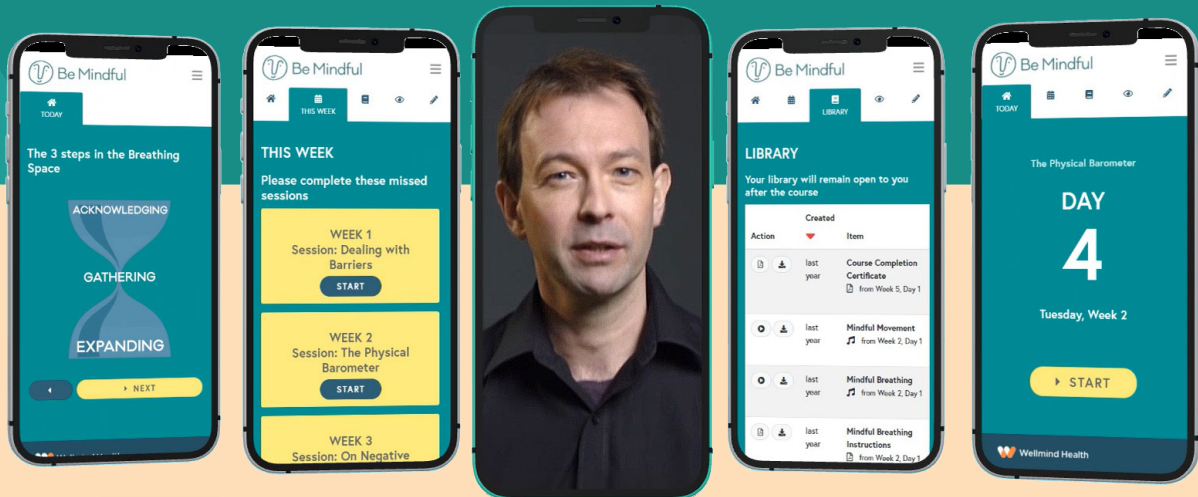


QUICK GUIDE



Be Mindful

Be Mindful offers a quick, flexible and cost-effective way to support employees with challenges related to anxiety, depression and stress to remain in and be productive at work.



Be Mindful is an **effective, discreet and accessible** digital program that empowers participants with the skills and knowledge to effectively overcome barriers in the workplace.

This is achieved through the practice of mindfulness, and cognitive approaches learnt throughout the program.

Be Mindful can effectively complement and enhance strategies implemented by job coaches, mentors, VRCs or MHSSs.

- ✓ Quick and simple to get started
- ✓ Participants learn to recognise and reduce stress triggers
- ✓ Build positive habits to prevent escalations in stress, anxiety or depression
- ✓ Easily accessible on-demand to discretely practise skills at work
- ✓ Regular feedback to recognise progress and maintain motivation
- ✓ Reduction in anxiety, depression, and stress



EXAMPLE RECOMMENDATIONS / JUSTIFICATIONS

Be Mindful enables participants to personalise their program by learning what works best for their needs and circumstances to manage their mental health positively. The following are examples of how utilising Be Mindful might benefit different workers.

1 Office manager with anxiety and overwhelm needing time off work

Sandra is an office manager whose routine work tasks include attending team meetings, administrative duties, organising events and travel for colleagues, and ensuring all equipment and supplies are maintained and well stocked. Sandra has struggled with anxiety for 4 years, and since then has needed to take several periods off work due to becoming overwhelmed during work interactions.

Be Mindful will help Sandra to assess and understand their needs in relation to mental health, to recognise unhelpful thoughts related to worry and self-confidence, and to know how to challenge these. Of particular use will be the stress relief techniques and the lessons around body scanning and event awareness. Sandra will be able to revisit exercises in Be Mindful at work when she is struggling and particularly practice mindful breathing and communicate clearly when anxious to avoid additional stress, worry and potential work absences. Review points will allow Sandra to recognise their progress and maintain their motivation to manage their anxiety and remain in work.

2 Warehouse operative with low mood and fatigue, struggling to complete full weeks

Mark is a warehouse operative whose day-to-day tasks include manual handling, driving forklifts and operating packing machinery. Mark currently struggles to get to work on time or manage full weeks at work due to low mood and fatigue and so is falling behind on meeting their minimum targets.

Be Mindful will support Mark to complete an initial assessment to understand their needs, then practice exercises daily to prepare for their workday and build motivation to be able to complete full weeks. Be Mindful will teach Mark to review his stress levels during work tasks daily and weekly and respond differently to difficulties to enable them to manage full days. On days when Mark is struggling, they will be able to recognise their negative thought patterns, and revisit the steps of the program to use mindfulness techniques.

3 Hospitality worker, long drives and long hours, struggles with stress and poor sleep

Keshia works in hospitality and interacts with customers all day, often when they are angry or upset. She also drives up to an hour to and from work each day, which can result in additional stress due to traffic or detours in her journey. Keshia can struggle to 'unwind' after long days, resulting in poor sleep, which adds to her stress.

Accessing videos and undertaking Be Mindful exercises before leaving home and/or on first arriving at work will help minimise the impact of the commute on Keshia's day. Be Mindful will also enable Keshia to recognise stress patterns at work and acknowledge when stress is likely to escalate, in order to revisit and practice Be Mindful content or prioritise/reorder work tasks and better cope with stress.

4 Work-from-home analyst, struggles with depression and fatigue, anxiety and poor concentration

Mateo works from home as a reporting analyst, which can involve prolonged periods alone reviewing documents and data on a laptop and writing reports. Mateo finds that they struggle to maintain concentration due to depression and fatigue and are falling behind with their work as a consequence. However, Mateo has become increasingly anxious about interacting with colleagues or attending the office, and so employer support options are limited/restricted.

It is recommended that Mateo undertake the Be Mindful program to enable them to better tune into how their thoughts and emotions impact their body, to make more conscious choices, and build positive habits for working from home. In addition, body scanning and mindful breathing exercises can support Mateo to respond differently to situations they find difficult and begin to engage with co-workers and line managers more effectively.

Be Mindful will ensure that Mateo maintains their motivation to practice the program by sending regular emails encouraging them to practice exercises to improve concentration and reduce anxiety.

OUTSTANDING WORKPLACE OUTCOMES

46%

REDUCTION IN ANXIETY

30%

REDUCTION IN STRESS

47%

REDUCTION IN DEPRESSION



★ Trustpilot

"I have attended a number of job interviews whilst completing the course and I have used breathing to feel calmer and be more aware of myself, my presentation etc. I was offered (and accepted) a part time role.

Whilst I still have times [when] I feel anxious I think getting back into work 4 mornings a week will bring back some routine to my life."

"Being conscious of breathing I can be more aware. It allows me to focus and carry out jobs tasks that I was perhaps less able of doing in the past."

"I found Be Mindful extremely useful. I was able to go onto it during work, which helped me a lot. I am in a better place now to when I started a month ago."

"I discovered this course a few days after taking time off work with stress. I had 4 weeks sick leave, and this course helped me enormously to deal with each day."

MAKE A RECOMMENDATION

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FREQUENTLY ASKED QUESTIONS (FAQs)

Who is it for?

Be Mindful is suitable for anyone who wants to reduce feelings of stress, anxiety or depression and improve their long-term wellbeing.

The program may be particularly beneficial where negative or unhelpful thoughts and emotions are impacting their ability to perform work tasks effectively or where support is needed to avoid prolonged periods of sickness absence.

NOTE: Be Mindful should not be provided to individuals diagnosed with Post-Traumatic Stress Disorder or experiencing Psychosis, unless recommended by a clinician or mental health practitioner.

How does it work?

Be Mindful supports individuals to identify what works best for them to overcome negative or unhelpful thinking, to learn how to respond more effectively to difficult situations and to introduce these methods into their working life.

The program contains engaging expert-led video sessions and activities to teach mindfulness skills and techniques, with accompanying motivational emails. Self-assessment tools help participants recognise progress and visualise outcomes, and the resource library provides tools for ongoing self-management and practice.

How long will the program take?

Participants are guided through four themed modules, with a recommendation to set aside 30 mins per day. However, they can participate at their own pace, take breaks when needed, and take as long as they like to complete the program. There are set break points throughout the program to ensure pacing, so participants don't do too much in one go.

Most people take around 8 weeks to complete the initial pathway, however, participants have access to program content for the length of their licence (typically either 1 or 3 years) and can return at any time to refresh and practice their skills as their needs change.

What will it do?

Be Mindful teaches participants how to relate differently to negative thoughts and emotions, so they can reduce their stress and become better able to manage and respond more positively at work.

Participants chart their health and wellbeing improvement by taking assessments before and after the program that measure their level of stress (PSS), depression (PHQ-9), and anxiety (GAD-7).

This feedback helps participants to recognise progress and maintain motivation to continue practicing their new skills.

Is the participants data secure?

We take data security very seriously and have achieved a number of standards to demonstrate this, including DTAC and Cyber Essentials Plus. The personal information that we collect is stored and processed in the UK (London AWS) and in accordance with the EU General Data Protection Regulation (GDPR), the UK Data Protection Act 2018 and the US Health Insurance Portability and Accountability Act (HIPAA).

For further information please view our [privacy policy](#) and [regulatory standards](#).

STEPS ON THE PROGRAM

GETTING STARTED

INTRODUCTION - STRESS ASSESSMENT - ORIENTATION

Participants meet the mindfulness teachers and learn more about stress, anxiety, and mindfulness practices, what to expect on the program and what will be gained. They take part in the first self-assessment, measuring stress (PSS), anxiety (GAD7), and depression (PHQ9).

MODULE 1

ASSIGNMENTS: ROUTINE ACTIVITY - MINDFUL EATING - BODY SCANNING

THEME: 'Stepping Out of Auto Pilot'

Participants explore why behaving mechanically is not constructive, the benefits of awareness and learn how to make more conscious choices. They begin practising exercises in mindfulness.

MODULE 2

ASSIGNMENTS: MINDFUL MOVEMENT - EVENT AWARENESS - MINDFUL BREATHING

THEME: 'Reconnecting with Body & Breath'

Participants practice mindful breathing and mindful movement to tune into their body, and discover how thoughts, emotions and body sensations are all connected

MODULE 3

ASSIGNMENTS: BREATHING SPACE - STRESS AWARENESS - SITTING MEDITATION

THEME: 'Working with Difficulties'

Participants learn about stress, signs of its arrival and tools to help respond differently. They develop awareness of thought patterns and consider thoughts in a liberating new way.

MODULE 4

ASSIGNMENTS: ACTIVITY AWARENESS - STRESS STRATEGIES - BREATHING SPACE

THEME: 'Mindfulness in Daily Life'

Participants explore exercises to monitor stress levels and become aware of patterns so they can recognise, respond and manage them more effectively.

GOING FORWARD

STRESS ASSESSMENT - CERTIFICATE - RESOURCES

Participants revisit the stress (PSS), anxiety (GAD7), and depression (PHQ9) assessment, taking part again to see how their scores have improved from the start of the program to the end. Ways that they can continue on their mindfulness journey are suggested.