



BECOMING A MORE MINDFUL MANAGER

A WEBINAR FOR SUPERVISORS FROM YOUR
EMPLOYEE ASSISTANCE PROGRAM

December 7, 2022

INTRODUCTION



OBJECTIVES

- Discuss the origin of mindfulness and how it differs from meditation
- Review the meaning, importance, and qualities of mindful leadership
- Discover how to become a more mindful leader
- Understand how to communicate mindfully and cultivate compassion and kindness
- Practice several types of mindfulness exercises

THE ORIGIN OF MINDFULNESS



THE DIFFERENCE BETWEEN MINDFULNESS AND MEDITATION



Mindfulness

is the awareness that emerges through paying attention, on purpose, in the present moment, non-judgmentally to the unfolding of experience moment by moment.

Meditation

is a subjective concept and is a state of being. Can be thought of as the formal practice of mindfulness or by setting aside specific time to be still in silence with what is in the present moment.

SECTION 1

MINDFUL LEADERSHIP

MINDFUL LEADERSHIP EXPLAINED

A mindful manager embodies a tangible presence that people see and feel



Attains the ability to lead well during chaotic events



Models and cultivates focus, clarity, creativity, and compassion



Displays nonjudgmental attention in the present moment

WORKING AGAINST OUR NEGATIVITY BIAS



WHY MANAGING MINDFULLY MATTERS



- Mindful
- Aware
- Present
- Observant

- Focused
- Intent
- Creative
- Compassionate

- Heard
- Understood
- Valued
- Seen

EXERCISE 1: PRESENCE OF MIND





POLL 1

What did you notice during the activity?

EXERCISE 2: OBSERVING QUALITIES OF LEADERSHIP EXCELLENCE



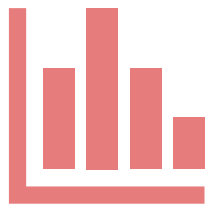
**Think of a
person
whom you
believe
embodies
leadership**



Why did this person
come to mind?



What is it about this
person that makes
them an excellent
leader?



POLL 2

This person is an excellent leader because they are:

THE FUNDAMENTALS OF LEADERSHIP EXCELLENCE



FOCUS

- Leading with focus can help you:
 - Notice more quickly when your mind is wandering
 - Bring focus back more easily
 - Lessen mind wandering to be more productive



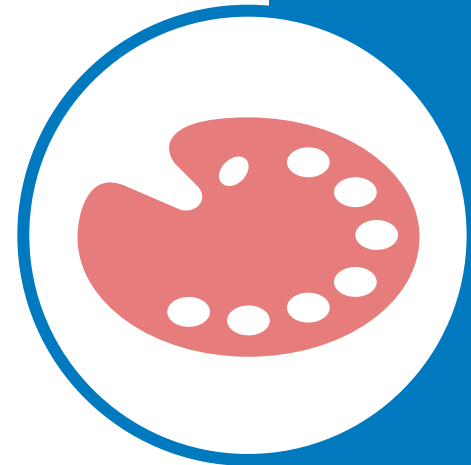
CLARITY

- Leading with clarity can help you:
 - Learn to stop and notice when you become rigid
 - Broaden your insight on issues and opportunities
 - Step outside your comfort zone



CREATIVITY

- Leading with creativity can help you:
 - Quiet the mind to make new neural connections
 - Be open to ideas
 - Be insightful and innovative



COMPASSION

- Leading with compassion can help you:
 - Understand yourself and other's suffering
 - Offer kindness to yourselves and others
 - Model well-being



SECTION 2

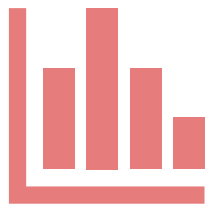
LEADERSHIP AND MEDITATION

TIPS FOR PRACTICING MEDITATION

- Get comfortable
- Don't judge yourself
- Try doing a body scan
- Be proactive
- Be patient with the process of making a habit

EXERCISE 3: PRACTICING BASIC MEDITATION





POLL 3

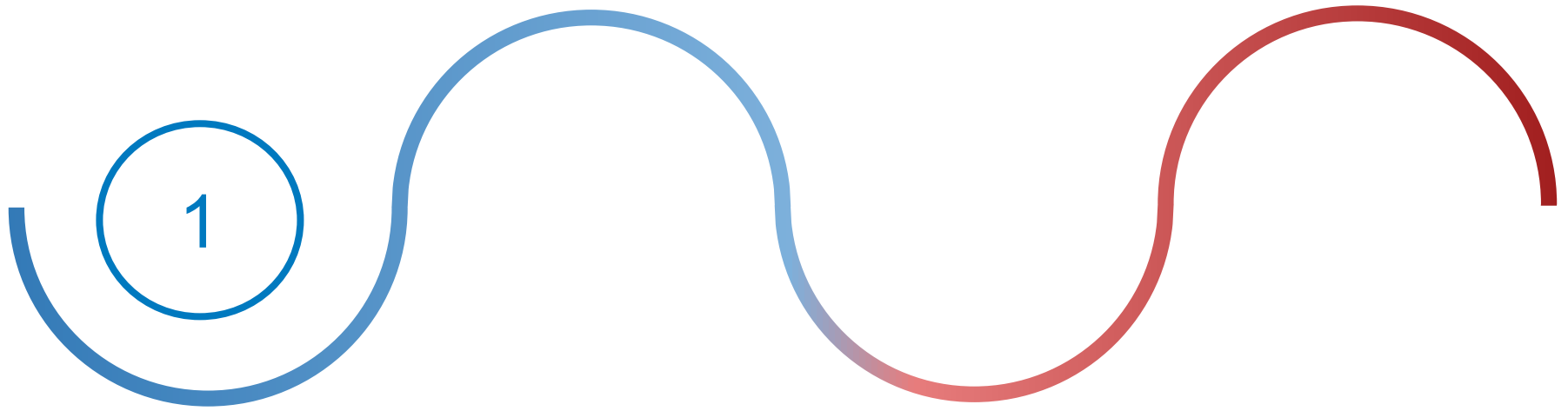
What did you notice?

SECTION 3

LEADERSHIP AND MINDFUL COMMUNICATION

MINDFUL COMMUNICATION

Gregory Kramer's 4-step Process



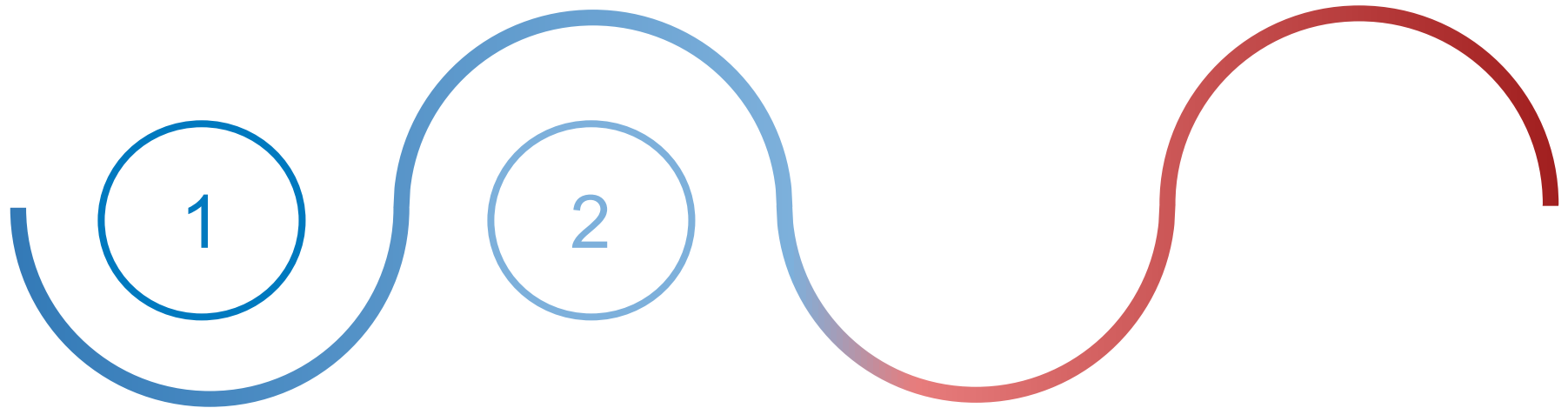
1

Pause

Check in with
yourself

MINDFUL COMMUNICATION

Gregory Kramer's 4-step Process



Pause

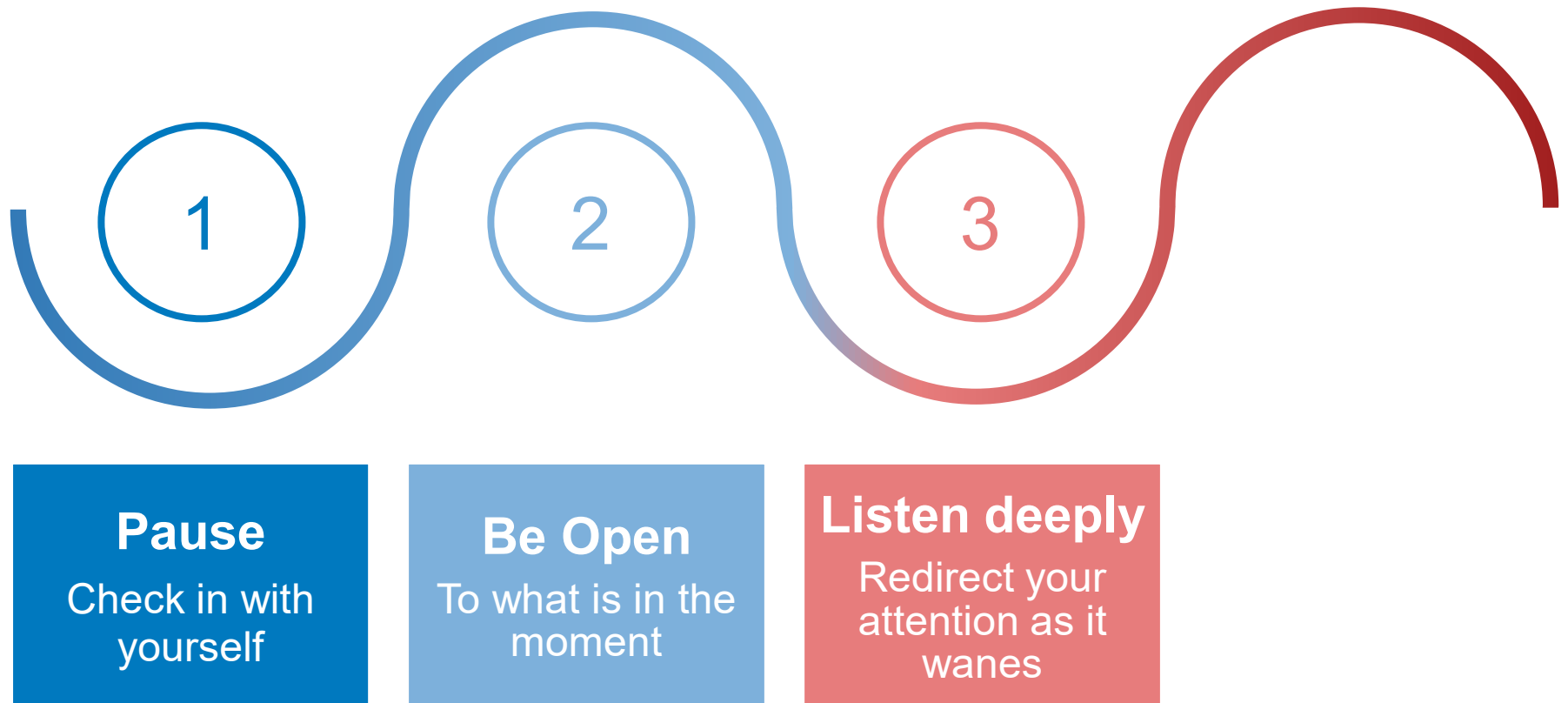
Check in with
yourself

Be Open

To what is in the
moment

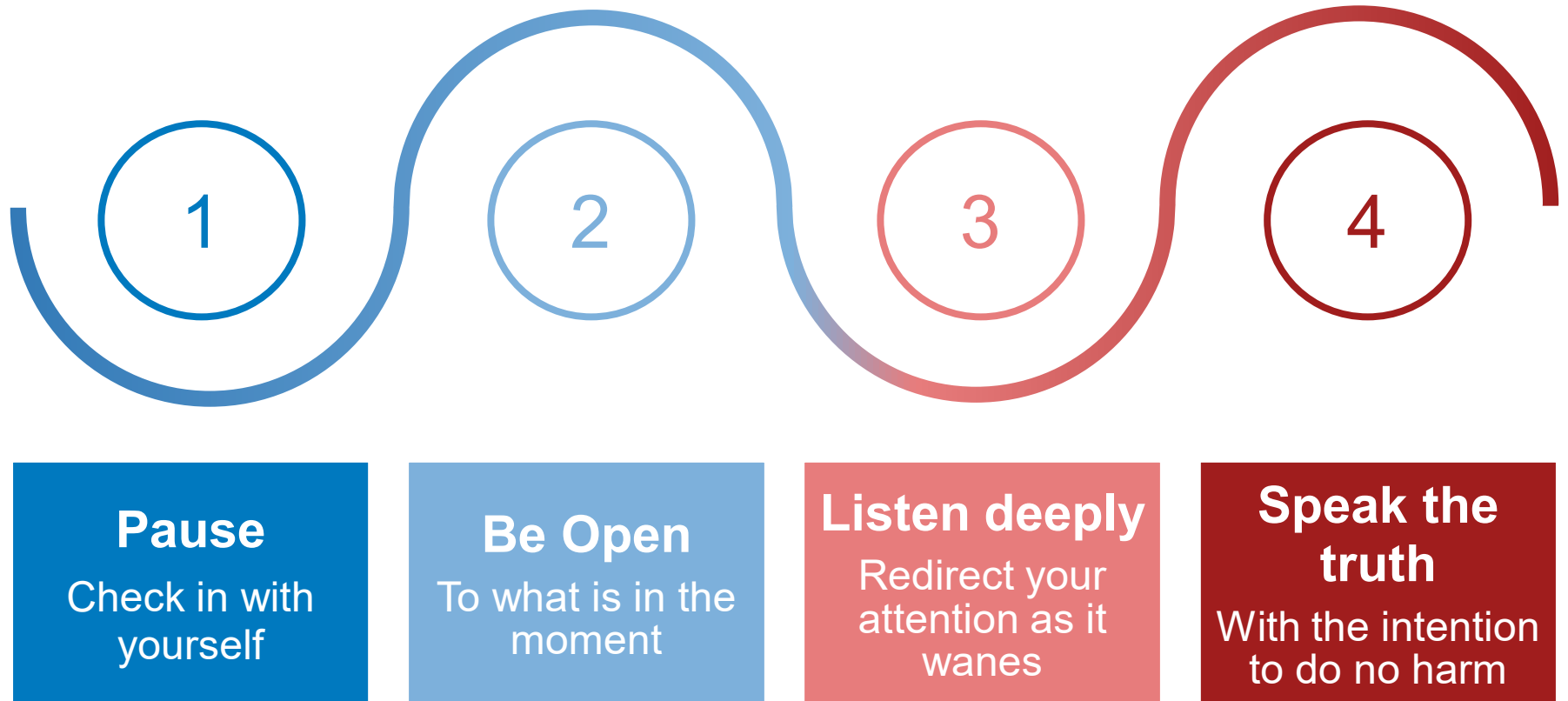
MINDFUL COMMUNICATION

Gregory Kramer's 4-step Process



MINDFUL COMMUNICATION

Gregory Kramer's 4-step Process



EXERCISE 4: INTERNAL LISTENING

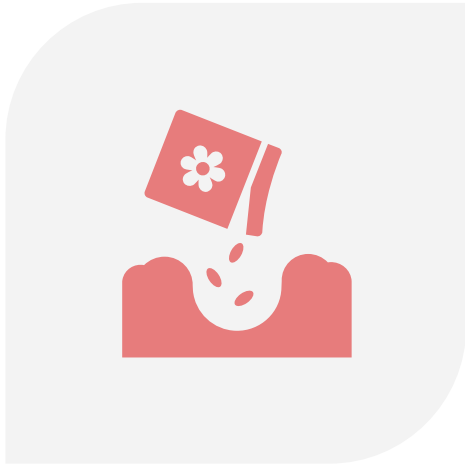


SECTION 4

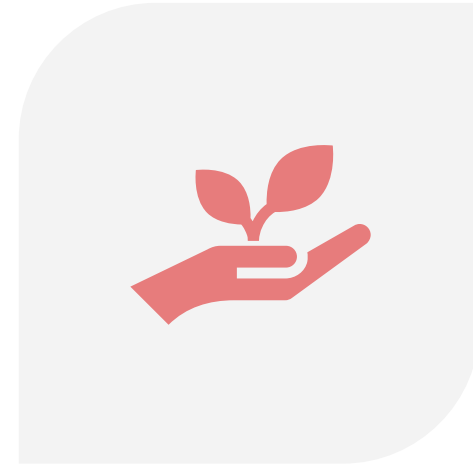
LEADERSHIP

Compassion and
Discovering Principles

COMPASSION AND KINDNESS



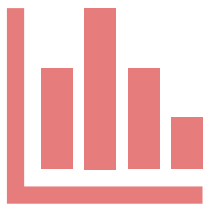
Cultivate compassion
for others by noticing your
own suffering



Get in touch with your
emotions and be
awake to those with
needs around you

EXERCISE 5: CULTIVATING COMPASSION





POLL 4

What did you notice?

DISCOVERING YOUR LEADERSHIP PRINCIPLES

- Give weight to the importance of values in your career and life
- Let principles intrinsically guide you as a leader
- Revisit principles throughout the year and/or during transitions

SUMMARY



Mindfulness is:

- Paying attention to the present
- Remaining non-judgmental



Leading mindfully involves the ability to:

- Leading amid chaos
- Being intentional to calm yourself
- Staying focused
- Knowing what's within your control; let go of what isn't



Enhance skills at the intersection of leadership and mindfulness

- Focus
- Clarity
- Creativity
- Compassion



Notice the principles that develop as you practice mindfulness and allow them to guide you

RESOURCES

Book

- *The Art of Living: Peace and Freedom in the Here and Now*
 - T. N. Hahn, 2017

Websites

- [Mindful.org](https://www.mindful.org)
Healthy mind, healthy life.
- [TaraBrach.com](https://www.tara-brach.com)
Meditation, emotional healing, and spiritual awakening.

Apps

- Happify
- Insight Timer
- Mindfulness Coach

Online Article

- Mindfulness at Work: Using Mindful Leadership in the Workplace
 - positivepsychology.com/mindfulness-at-work

Podcast

- Ram Dass Here and Now
 - beherenownetwork.com/category/ram-dass

Video

- Seven Practices of a Mindful Leader | Marc Lesser
 - youtube.com/watch?v=XwlqGnpcAS0&t=8s

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