



CCC's Proposal to Organisations

Mindfulness Course: to address employee stress

2 x Half Day Workshops (2.5 hours) and e-mails over 3 weeks

Designed for:

All employees whose role involves careful time management to complete a variety of tasks or balance different areas of responsibility, leading to high levels of stress. The workshops are most effective if all delegates attend the sessions willingly and are fully engaged with the concept that they are learning a new way of managing their own stress levels on an ongoing basis. This course had been specifically designed for professionals with limited availability to provide the extensive benefits usually offered by an 8 week MBSR course by condensing the principles into two longer sessions interspersed with personal practice.

Aims: To enable delegates to manage their personal stress levels, dramatically increase their focus and performance and to derive new levels of enjoyment from day to day tasks.

Our Mindfulness Associate: The course will be delivered by a qualified mindfulness practitioner with 20 years of experience of delivering mindfulness training to high-level professionals and 25 years of personal practice. Feedback from some larger organisations, including Sheffield University and BUPA has included 100% satisfaction reports and has resulted in a reputation for excellence within the field. The fee for this course would usually be £4000, but because of CCC's charitable status, our associate is able to offer the concessionary rate to CCC clients. All CCC profits are used to provide general counselling for those in our local community in need of support but who do not have access to therapy owing to a lack of funds. Therefore, any additional contributions are also gratefully received.

Overview:

The first half-day workshop is designed to enable participants to:

- Gain an understanding of the benefits and basic principles of mindfulness, the different ways of engaging, how to reduce distraction and how increased levels of enjoyment can be derived from mundane activities
- Understand and identify stress, personal triggers and opportunities to employ mindfulness techniques
- Discuss personal experience of stressful situations and positive coping strategies they have employed
- Devise a personal plan of practice according to their needs and timescales to allow delegates to recognise how and where mindfulness could help them personally

The delegates are then asked to practice their personal plan of practice for a three week period to allow the reprogramming of the neural pathways and entrench new thought patterns and behaviours prior to the next session. During this time, they will receive a daily e-mail reminder and useful tips and information to enhance their success. Feedback is also encouraged where a delegate is struggling to incorporate the techniques successfully into their routine.

The second half-day workshop is designed to support delegates' proficiency of the techniques and deepen their understanding of the practice. They will:

- Develop proficiency at the practice learned so far and explore additional techniques to improve focus and relaxation
- Investigate different approaches to meditation and breathing awareness
- Study methods to increase appreciation and enjoyment
- Develop a daily routine which reprograms the brain to respond to stress triggers in a more positive and focussed way on an ongoing basis

Participants will derive most benefit from the workshop by being willing to exchange experiences openly and embrace new ways of thinking.

Because this workshop is an interactive training experience, the exact content may vary from group to group but the principles and main content remain the same.

Group Size: Minimum 6 and maximum 15 delegates

Resources:

Venue: The client will provide a quiet and suitable room for the number of delegates to sit comfortably in a semi-circle. If this is not possible, CCC can arrange a suitable venue, but additional room hire charges will apply.

Facilities: The trainer will require use of a flipchart and overhead projector which can be connected to a laptop.

Costs:

Course Fee: £2400 including the two 2.5 hour sessions and the daily e-mails and correspondence. Discounts may apply for consecutive sessions taking place on the same day.

Venue: Depending on location, additional travel charges may apply (25 per hour travel time and 42 pence per mile fuel charge)

Should you wish to book these sessions, please contact me with details of the number of delegates and proposed dates. We will endeavour to fulfil all requests but cannot guarantee availability on all dates requested, and will seek to reach a mutually convenient arrangement.

This proposal is valid until 31st December 2016.

*This group session may not be suitable for delegates who have previously or are currently experiencing depression, anxiety, bi-polar disorder or similar mental health conditions.

One-to-one Mindfulness Coaching

We are also able to offer one to one mindfulness coaching with a qualified practitioner. These sessions would take place at the practitioner's premises (usually Cambridge) at a mutually convenient time, which could be during or outside of work hours or at the client's premises if a minimum of 2 and a maximum 3 sessions are booked in a day.

Over a 4 week period of 1.5 hour-long sessions, the individual would explore:

- The benefits and basic principles of mindfulness, the different ways of engaging, how to reduce distraction and how increased levels of enjoyment can be derived from mundane activities
- An overview of personal stress patterns and ways to change them
- Personal stress triggers and opportunities to employ mindfulness techniques
- Practical experience of breathing techniques and meditation
- Development of a daily routine which reprograms the brain to respond to stress triggers in a more positive and focussed way on an ongoing basis
- Adaptation of relaxation techniques according to learning styles

This arrangement is ideal for those unable or unwilling to attend the group session and feel they would benefit more from a private consultation

Costs: £150 per 1.5 hour session invoiced monthly in arrears. A CCC agreement must be signed before the first session takes place.

We will endeavour to fulfil all requests but cannot guarantee availability on all dates requested, and will seek to reach a mutually convenient arrangement.

About Cambridgeshire Consultancy in Counselling (CCC):

CCC is a Cambridgeshire based charity offering affordable counselling to businesses and individuals aged 16 or over. The charity was established nearly 40 years ago and serves 3 main regions, Cambridge, Peterborough, Huntingdon and the surrounding areas. We provide general counselling, face to face and by telephone to individuals in great need, who cannot afford to fund their own care or who need therapy more quickly than public services can offer. Clients are invited to contribute what they feel they can afford, but services are predominantly funded by CCC service provision to businesses and public bodies. We work with many organisations whose staff may be suffering from work or home related stress which may have, or are likely to, become a problem in the workplace. Counselling is beneficial for staff and employers, in that we help others to identify and take action to manage their issues, which from an employer's point of view;

- limits sickness absence from work (which costs the UK £12billion a year according to the HSE)
- helps to fulfil an employer's duty of care and corporate social responsibility to the local community
- confirms to staff that you value their contribution to the business and helps with staff morale.
- is useful in the processes of performance management, change management and redundancy.

Quality of service

- We have over 35 counsellors working for CCC across Cambridgeshire and surrounding areas, all of whom are experienced and fully qualified BACP or UKCP members or working towards and close to accreditation, and all observe the BACP code of practice. All of our counsellors are fully supervised and supported and are subject to annual DBS checks.
- We work with a wide variety of private, public and third sector organisations with diverse needs and operate a flexible approach to their requirements.
- There is no minimum or maximum number of referrals in any given period.
- All of our counselling sessions are in strict confidence. At the end of a course the counsellor will suggest the employee talk to HR or OH about the way forward.
- We work either as the sole provider of counselling support within an organisation, or as an additional service to an EAP or external OH provider.

As well as general counselling, we also offer additional related services which have been custom-designed to meet the needs of our existing organisational clients:

- **Bereavement counselling and critical incident support** for individuals or groups when several team members are affected by a traumatic event
- **Supervision support and reflective practice** for line managers and mentors who are managing staff with a mental health condition or staff who exhibit challenging behaviours
- **Mental health awareness sessions** for individuals and managers to support them in managing staff with the most common conditions
- **Stress management training and workshops** to help managers find coping mechanisms for their own stress triggers and to recognise stress in their team and support them in managing it

If you would like to find out more about any of the above services, please contact:

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Cambridgeshire Consultancy in Counselling

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