

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

# CBT Skills for the Workplace

Evidence-Based Cognitive Tools for Better Performance and Wellbeing

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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## Programme Overview

This programme, inspired by Cognitive Behavioral Therapy (CBT) principles, equips professionals with practical skills to manage workplace challenges. By understanding how our thoughts influence our actions and emotions, participants will learn to make better decisions, reduce conflict, and enhance overall well-being.

### Learning Objectives

- ✓ Participants will understand the direct link between their thought patterns and workplace behaviours, recognizing how unhelpful thinking can lead to suboptimal outcomes.
- ✓ Participants will develop the ability to identify common cognitive distortions that manifest in workplace scenarios, such as overgeneralization or black-and-white thinking.
- ✓ Participants will learn to use structured tools like the thought record to analyze challenging work situations, fostering a more objective perspective.
- ✓ Participants will gain practical strategies for testing assumptions and beliefs through behavioural experiments, leading to more effective problem-solving and reduced anxiety.
- ✓ Participants will explore how to cultivate a growth mindset, promoting resilience, continuous learning, and a positive team environment.

#### WHO SHOULD ATTEND

This programme is designed for all employees and managers seeking to enhance their cognitive agility and interpersonal effectiveness within the workplace.

## Programme Content

### 1. How Our Thoughts Drive Our Work Behaviour

Our internal dialogue significantly shapes how we approach tasks, interact with colleagues, and handle pressure. Unexamined thoughts can lead to automatic negative reactions, impacting productivity and team dynamics. This section explores the foundational concept of how our cognitive processes directly influence our actions, fostering self-awareness about the origins of our work habits and responses. Understanding this connection is the first step towards more intentional and effective professional conduct.

 **Activity: Group discussion: Share one recent work situation where you felt your reaction was disproportionate to the event.**

### 2. Recognising Cognitive Distortions in Workplace Thinking

Many workplace issues stem from common thinking traps, often referred to as cognitive distortions. These patterns, like catastrophizing or personalization, can fuel unnecessary stress and interpersonal friction. This session will help you identify these prevalent distortions in your own thinking and in the communication of your colleagues. Learning to spot these unhelpful thought patterns is crucial for developing a more balanced and rational approach to daily work challenges.

 **Activity: Paired activity: Identify examples of cognitive distortions in provided workplace scenarios.**

### 3. The Thought Record for Work Situations

The thought record is a powerful tool for dissecting challenging workplace events by examining the sequence of situation, thoughts, emotions, and behaviours. This section will guide you through the practical application of this technique, enabling you to challenge unhelpful beliefs and develop more adaptive perspectives. By systematically analyzing your experiences, you can gain clarity and reduce the emotional impact of difficult work interactions.

 **Activity: Individual exercise: Complete a thought record for a recent minor workplace setback.**

#### 4. Behavioural Experiments at Work – Test Your Assumptions

Often, our worries about work situations remain untested hypotheses. Behavioural experiments are designed to systematically test these assumptions in a controlled manner, providing real-world evidence to challenge negative predictions. This module will equip you with the methodology to design and conduct simple yet effective experiments in your professional life, leading to more confident decision-making and reduced anxiety about future events.

 **Activity: Small group brainstorming: Design a behavioural experiment for a common workplace fear.**

#### 5. Building a Growth Mindset Culture

A growth mindset, the belief that abilities can be developed through dedication and hard work, is fundamental to innovation and resilience. This section focuses on how to foster such a mindset within yourself and encourage it within your teams. We will explore strategies for reframing challenges as opportunities for learning and celebrate effort and progress, thereby creating a more dynamic and supportive work environment.

 **Activity: Group reflection: Discuss how to reframe a recent team challenge as a learning opportunity.**

#### 6. Integrating Cognitive Skills into Daily Work

Sustaining the benefits of cognitive skills requires consistent practice and integration into your daily routines. This final section will focus on practical strategies for embedding these learned techniques into your professional workflow, making them an automatic part of how you approach work. We will discuss how to maintain motivation, seek feedback, and continuously refine your cognitive approach for long-term professional growth and well-being.

 **Activity: Individual commitment: Write down one specific cognitive skill you will practice daily for the next week.**

## Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Communicate programme benefits to all employees and managers.	HR/Manager	Week 1	Highlight how the programme enhances decision-making and reduces workplace stress.
Schedule and promote the 'Cognitive Skills for Workplace Excellence' programme.	HR	Month 1	Ensure clear communication about dates, times, and target audience.
Encourage managers to discuss programme learnings in team meetings.	Manager	Week 2	Facilitate discussions on applying thought records and identifying distortions.
Provide resources for continued practice, such as thought record templates.	HR	Month 1	Make templates easily accessible on the company intranet or shared drive.
Incorporate growth mindset principles into performance review discussions.	HR/Manager	Month 2	Focus feedback on learning from challenges and effort, not just outcomes.
Organize follow-up sessions or workshops to reinforce learned skills.	Leadership	Quarter 1	Plan advanced sessions or 'refresher' workshops to embed long-term change.

## About Manas



### Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

### Manas – Center for Mental Wellness & Counselling

A MSME-registered organisation dedicated to evidence-based mental wellness.

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**Disclaimer:** This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: [manu@manas365.com](mailto:manu@manas365.com) | +91 99818 13224