

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

Mindfulness-Based Stress Reduction at Work

A 4-Week MBSR Programme for Your Organisation

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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Programme Overview

This programme integrates evidence-based mindfulness techniques, inspired by Mindfulness-Based Stress Reduction (MBSR), to equip participants with tools for managing workplace stress and enhancing overall well-being. By fostering greater focus, emotional regulation, and resilience, it aims to cultivate a more positive and productive work environment.

Learning Objectives

- ✓ Participants will understand the foundational principles of mindfulness and its scientific backing for stress reduction, learning how to apply these concepts to their daily professional lives for immediate benefit.
- ✓ Participants will develop the ability to focus attention intentionally and manage mind wandering, enabling them to enhance concentration and productivity during work tasks.
- ✓ Participants will learn to integrate mindful movement and awareness into routine activities, transforming everyday actions into opportunities for presence and stress relief.
- ✓ Participants will acquire skills in mindful communication, fostering more effective interpersonal interactions and reducing workplace conflicts by responding thoughtfully rather than reacting impulsively.
- ✓ Participants will gain practical strategies for sustained mindfulness practice, empowering them to build a lasting habit that supports ongoing mental wellness and resilience.
- ✓ Participants will explore the connection between mindfulness and emotional intelligence, learning to better understand and manage their own emotions and empathize with colleagues.

WHO SHOULD ATTEND

This programme is designed for all employees across various levels within an organization, seeking to enhance their personal well-being and professional effectiveness.



Programme Content

1. Week 1: Introduction to Mindfulness and Body Scan

This foundational module introduces the core concepts of mindfulness – paying attention in a particular way, on purpose, in the present moment, and non-judgmentally. We will explore the science behind how mindfulness impacts our stress response and cognitive functions. The session will guide participants through the 'body scan' practice, a systematic way to bring awareness to physical sensations, helping to release tension and cultivate a deeper connection with the body. This practice is crucial for grounding oneself amidst daily pressures and enhancing self-awareness.

 **Activity: Guided Body Scan Meditation**

2. Week 2: Mindfulness of Breath and Mind Wandering

Building on the initial awareness, this section focuses on the breath as an anchor for attention. Participants will learn techniques to observe their breath, using it as a stable point to return to when the mind wanders. We will address the common experience of mind wandering, understanding it not as a failure but as an opportunity to practice gentle redirection. Developing this skill is vital for improving focus, reducing distractions, and enhancing cognitive control in demanding work environments.

 **Activity: Mindful Breathing Exercise**

3. Week 3: Mindful Movement and Mindfulness in Daily Activities

This module explores integrating mindfulness beyond formal meditation. We will engage in gentle mindful movements, learning to bring awareness to bodily sensations during physical activity, which can be adapted even to short breaks at the desk. Participants will also discover practical ways to infuse mindfulness into everyday tasks, such as walking, eating, or listening, transforming routine actions into moments of presence. This approach helps to reduce the feeling of being constantly rushed and increases appreciation for the present.

 **Activity: Mindful Walking/Stretching Break**

4. Week 4: Mindful Communication and Responding vs. Reacting

This critical section focuses on applying mindfulness to interpersonal dynamics. We will explore the difference between reacting impulsively based on emotions and responding thoughtfully with awareness. Techniques for mindful listening and speaking will be introduced, aiming to improve clarity, reduce misunderstandings, and foster more harmonious relationships at work. Cultivating these skills is essential for effective teamwork and conflict resolution.

 **Activity: Paired Listening Practice**

5. Week 5: Sustaining Practice and Building Resilience

The final module addresses the importance of consistency in maintaining mindfulness benefits long-term. We will discuss common challenges in sustaining a practice and provide practical strategies for integrating mindfulness into a busy schedule. Participants will learn how to adapt their practice to different situations and build resilience to navigate future stressors. Establishing a regular habit is key to reaping the enduring rewards of mindfulness for both personal well-being and professional performance.

 **Activity: Creating a Personal Mindfulness Plan**

6. Week 6: Integrating Mindfulness into the Workplace Culture

This advanced section focuses on embedding mindfulness principles into the broader organizational context. We will discuss how individual practices can contribute to a more supportive and less stressful workplace culture. Strategies for encouraging peer support and creating mindful moments during team interactions will be explored. Understanding these collective benefits helps in fostering a sustainable environment of well-being and enhanced productivity for everyone.

 **Activity: Group Discussion on Workplace Mindfulness Initiatives**



Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Communicate programme launch and benefits to all employees.	HR/Internal Communications	Week 1	Utilize company-wide emails and intranet announcements to generate interest and explain the value proposition.
Schedule and facilitate all programme sessions as per the 6-week structure.	HR/Training Department	Weeks 1-6	Ensure timely communication of session details and calendar invites to participants.
Provide participants with access to guided practice recordings (audio/video).	Training Department	Week 2 onwards	Make recordings available on a secure, easily accessible platform for ongoing self-practice.
Encourage managers to support employee participation and practice.	HR/Senior Management	Month 1	Provide managers with talking points to discuss mindfulness and its benefits with their teams.
Collect feedback post-programme completion for evaluation and future improvements.	HR	Week 7	Administer a confidential survey to gather insights on programme effectiveness and participant experience.
Explore opportunities for ongoing mindfulness initiatives and resources.	Leadership/HR	Quarter 1	Consider follow-up workshops, dedicated quiet spaces, or integration into wellness challenges.

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 | +91 99818 13224