



SOLUTIONS

Business Development Consultancy Solutions
Nurturing Minds, Inspiring Performance

MINDFUL MASTERY FOR INDIVIDUALS

Course Specification

BDC Solutions 15 Steps to Mindfulness

CPD Guided Learning Hours 18

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BDC Solutions 15 Steps to Mindfulness

Introduction

This course specification provides a comprehensive overview of the subject matter covered in the course. If you have any questions or need further information, please don't hesitate to contact Jane Farrell at 07935 960266.

Program Continuing Professional Development Hours and Support

The BDC Solutions 15 Steps to Mindfulness has been developed by BDC Solutions, and is a non-regulated course, which is certificated by the provider BDC Solutions and can count towards continuous professional development (CPD) hours. The program is a modular based program with learning aims and outcomes achieved over six sessions of 2 hours each session with home study activity expected. The sessions can be attended as standalone and certificated on module achieved or (as recommended) as a six-week program with full course certification.

Key facts

Program reference	Mindful Mastery for Individuals Program
Course reference:	15 Steps to Mindfulness
Continuing Professional Development Hours (CPD) :	18
Assessment method:	Discussion, observation, activity
Guided learning hours (GLH):	12
Total course time (TCT):	18

Course overview and objective

This course is suitable for self-funding individuals seeking personal development, as well as for corporate clients looking to offer Continuing Professional Development (CPD) opportunities to their employees. It is designed to enhance mindfulness practices for personal growth. Workplace well-being, and professional development.

Entry requirements

To register for this qualification, it is recommended that participants meet the following:

- be 18 years of age or above
- have a basic level of English

Guidance on delivery

Delivery would normally be within a classroom setting in person or online, however this may be adjusted in accordance with participants' needs and/or local circumstances. Participants will be asked to do some home study activities and therefore an hour of self-study has been added per session.

Reasonable adjustments and special considerations

BDC Solutions has measures in place for participants who require additional support. Please refer to BDC Solutions Reasonable Adjustments Policy for further information/guidance.

Recommended reading

The following resources have been reviewed by BDC Solutions and are recommended reading materials for participants.

- The Compassionate Mind by Paul Gilbert
- The Untethered Soul by Michal A Singer
- The Power of Now by Eckhart Tolle
- Personal Power through Awareness: Sanaya Roman
- Mindfulness-Based Stress Reduction by Bob Stahl PhD
- Transforming Suffering into Wisdom by George Kinder
- The Mindfulness & Acceptance Workbook for Anxiety by John P Forsyth PhD and George H Eifert PhD
- The Mindfulness Workbook by Martha Langley
- Twelve Steps to a Compassionate Life by Karen Armstrong
- Gratitude: a Way of Life by Louise L Hay
- Teach Yourself to Meditate by Eric Harrison
- Meditation for Beginners by Jack Kornfield
- The Mindful Way through Depression by Mark Williams, John Teasdale, Zindel Segal and Jon Kabat- Zinn
- The Mindful Way Workbook by Mark Williams, John Teasdale, and Zindel Segal

Appendix 1: Course structure and content

To complete the BDC Solutions Course, participants individual units for modular certification or all 12 units for full course certification

Module	Learning Aims	Learning Objective
Module 1: Introduction to Mindfulness	To introduce participants to the concept of mindfulness, its benefits, and provide an overview of the 15 steps to mindfulness.	<p>1.1 Participants will understand the definition of mindfulness and its significance in daily life.</p> <p>1.2 Participants will learn about the benefits of mindfulness, such as increased focus, reduced stress, and improved emotional regulation.</p> <p>1.3 Participants will become familiar with the 15 steps to mindfulness and how these practices will be integrated throughout the program.</p> <p>1.4 Participants will experience a guided mindfulness practice to help them ground themselves in the present moment.</p>
Module 2: Present Moment Awareness & Positive Intentions	To help participants develop the ability to focus on the present moment and set positive, compassionate intentions for their daily actions	<p>2.1 Participants will develop the skill to tune into the present moment using mindfulness techniques such as focusing on breath, body, or sounds.</p> <p>2.2 Participants will learn the importance of setting positive intentions and how compassionate intentions can shape their actions throughout the day.</p> <p>2.3 Participants will practice grounding themselves in the present moment and reflect on how setting positive intentions can affect their daily actions and interactions.</p>
Module 3: Thoughtful Communication	To teach participants the skills of mindful speaking and listening to enhance their communication and strengthen relationships.	<p>3.1 Participants will understand the impact of mindful communication on relationships and personal well-being.</p> <p>3.2 Participants will learn how to differentiate between mindful and unconscious communication, and how to engage in speech that is truthful, kind, and intentional.</p> <p>3.3 Participants will practice mindful speaking and listening through role-play exercises, learning how their words can influence both themselves and others.</p> <p>3.4 Participants will reflect on their communication habits and how they can integrate mindful speech in their daily interactions.</p>

Module	Learning Aims	Learning Objective
<p>Module 4: Engaged Action & Work Alignment</p>	<p>To guide participants in practicing mindfulness in everyday tasks and aligning their work and actions with their core values.</p>	<p>4.1 Participants will understand the concept of engaging in skillful actions, which involves bringing full awareness to everyday tasks such as cleaning, cooking, or walking.</p> <p>4.2 Participants will learn how to align their work and daily activities with their core values, ensuring that their actions reflect what is most important to them.</p> <p>4.3 Participants will practice mindfulness in daily tasks and explore ways to integrate their values into work and other areas of life.</p> <p>4.4 Participants will reflect on their current actions and identify opportunities to practice mindful action that aligns with their personal values.</p>
<p>Module 5: Balance & Time Management</p>	<p>To help participants create balance in their daily routines by incorporating mindful practices that prioritize self-care, creativity, and well-being.</p>	<p>5.1 Participants will learn how to create balance in their daily life by prioritizing activities that nurture their body, mind, and spirit.</p> <p>5.2 Participants will understand how mindfulness can be applied to time management to ensure that important aspects of life are not neglected.</p> <p>5.3 Participants will practice mindful planning to create a balanced schedule that includes self-care, creativity, rest, and connection with others.</p> <p>5.4 Participants will reflect on their personal routines and make adjustments to incorporate more balance and well-being.</p>
<p>Module 6: Presence in Each Moment</p>	<p>To teach participants techniques to stay present in the moment, even</p>	<p>6.1 Participants will develop strategies to stay present in each moment, overcoming distractions and mental wanderings.</p> <p>6.2 Participants will learn techniques to gently return to the present moment when their mind begins to wander or when they become distracted.</p> <p>6.3 Participants will practice staying present through guided meditation and reflection on how distractions affect their mindfulness practice.</p> <p>6.4 Participants will become more aware of when they are not present and develop the ability to re-engage with the now.</p>

Module	Learning Aims	Learning Objective
Module 7: Meditation for Focus	To introduce participants to meditation techniques that help improve focus, calm the mind, and deepen their mindfulness practice.	7.1 Participants will learn about the benefits of meditation for strengthening focus, calming the mind, and improving mindfulness. 7.2 Participants will practice different meditation techniques, including focused attention and breath-based practices. 7.3 Participants will reflect on their personal experiences with meditation, identifying challenges and areas for growth. 7.4 Participants will learn how to integrate regular meditation into their daily routine to deepen their mindfulness practice.
Module 8: Self-Reflection & Improvement	To encourage participants to engage in self-reflection to assess their mindfulness journey and set intentions for continued growth.	8.1 Participants will understand the value of self-reflection in mindfulness practice, and how it helps to identify areas of growth and improvement. 8.2 Participants will reflect on their actions, thoughts, and feelings from the past week to assess how they have integrated mindfulness into their daily lives. 8.3 Participants will practice journaling as a tool for self-reflection and mindfulness, learning to assess their behaviour and thought patterns. 8.4 Participants will develop a plan for continued self-improvement, focusing on areas where they can deepen their mindfulness practice.
Module 9: Observing Thoughts Without Attachment	To teach participants how to observe their thoughts without attachment or judgment, fostering a deeper sense of awareness and emotional detachment.	9.1 Participants will know the concept of observing thoughts without attachment, recognising that thoughts are not necessarily reflective of truth. 9.2 Participants will develop skills to notice their thoughts as they arise, label them, and gently let them go without judgment or identification. 9.3 Participants will be able to identify thought patterns and become more aware of how thoughts influence their emotions and behaviours. 9.4 Participants will learn techniques for handling distractions during mindfulness practices and re-establishing focus on the present moment..

Module	Learning Aims	Learning Objective
		9.5 Integration of mindful observation of thoughts into their daily routine
Module 10: Building Compassionate Relationships	To help participants develop compassionate listening and communication skills that nurture meaningful and empathetic relationships.	10.1 Participants will understand the role of compassion in fostering meaningful and positive relationships. 10.2 Participants will learn and practice the skill of compassionate listening, which involves listening without judgment, interruption, or the need to offer advice. 10.3 Participants will become aware of how mindful communication (active listening and mindful speaking) can enhance empathy and understanding in relationships. 10.3 Participants will develop the ability to respond to others with compassion, making interactions more positive and emotionally supportive. 10.4 Participants will apply the practice of compassionate communication in real-life scenarios and gain insight into its effect on relationships.
Module 11: Acceptance of Change & Self- Restraint	To guide participants in accepting the impermanence of life and practicing self-restraint to create healthier, more mindful habits.	11.1 Participants will understand the principle of impermanence and how mindfulness helps in accepting the natural flow of change in life. 11.2 Participants will develop the ability to embrace life's changes with acceptance and without resistance, reducing stress and anxiety associated with change. 11.3 Participants will practice observing their habits and behaviours related to overindulgence and apply moderation in their consumption and actions. 11.4 Participants will learn and apply self-restraint in daily life, particularly in areas such as food, technology use, and material possessions, fostering a healthier and more balanced lifestyle. 11.5 Participants will be able to reflect on areas in their life where they can practice more acceptance of impermanence and self-restraint to cultivate

Module	Learning Aims	Learning Objective
<p>Module 12: Generosity & Celebration</p>	<p>To encourage participants to embrace generosity and celebrate small moments of joy, fostering gratitude and connection with others.</p>	<p>12.1 Participants will understand the significance of generosity in mindfulness and how giving positively impacts both the giver and receiver. 12.2 Participants will develop the skill to incorporate small acts of kindness into their daily lives, contributing to a sense of connection and compassion with others. 12.3 Participants will cultivate a mindset of gratitude, focusing on small moments of joy and appreciating the present moment. 12.4 Participants will recognize the positive effects of celebrating small achievements and moments of happiness on their mental and emotional well-being. 12.5 Participants will create an actionable plan to continue practicing generosity and celebrating moments of joy beyond the program, fostering ongoing mindfulness in their daily lives.</p>