

— 4-HOUR FACE-TO-FACE PROGRAMME

Mindful Sound for Workplace Performance

Workplace Stress · Mindful Awareness · Positive Interaction



TRAINER

Anna Lim

4 HOURS

| FACE-TO-FACE

| 3 LEARNING OUTCOMES



THREE THINGS WE WILL DO TODAY

Welcome

Today we will explore simple and practical ways to —



01

Recognise

Common signs of workplace stress.



02

Experience

Mindful awareness through sound.



03

Apply

Positive interaction in everyday work situations.

KEY MESSAGE Awareness begins by noticing what is happening in the present moment.



Anna Lim

Trainer | Mindfulness & Sound-Healing Practitioner

- 15 years of professional management experience
- Leadership experience in the construction industry
- Practical workplace and participant-centred training approach
- Integrates mindfulness and sound awareness into workplace well-being learning

SUPPORTING CALM · FOCUS · RESILIENCE · POSITIVE INTERACTION

TRAINING APPROACH Workplace Experience + Mindful Awareness + Participant-Centred Learning

Introduce yourself

Please share —

01

Your name

What would you like us to **call you**?

02

Your role

What do you **do**?

03

Your check-in word

Choose **one word** that describes how you feel **right now**.

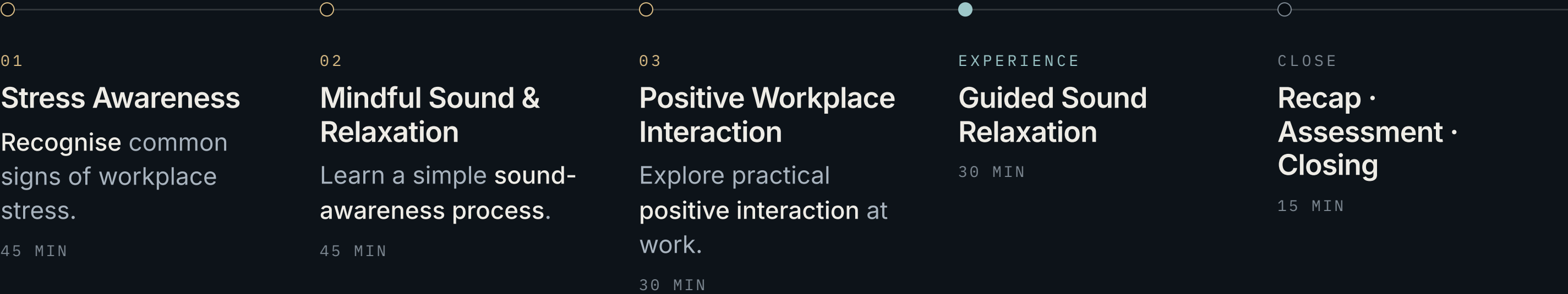
CHECK-IN WORDS Calm · Busy · Tired · Focused · Curious · Excited

There is no right or wrong answer.

Simply notice how you arrive today.

PROGRAMME FLOW

Our 4-hour learning journey



- L01 Identify at least **TWO** common signs of workplace stress.
- L02 Demonstrate **ONE** simple mindful relaxation technique using sound awareness.
- L03 Identify **ONE** practical action to manage stress and support **positive interaction** at work.

LEARNING OUTCOMES Identify 2 → Demonstrate 1 → Identify 1

01 MODULE · 45 MINUTES

Stress Awareness

RECOGNISE → UNDERSTAND → BECOME AWARE

L01

By the end of this module, participants will be able to:

Identify at least **TWO** common signs of workplace stress.

KEY MESSAGE Recognising stress is the first step towards responding to it appropriately.

DEFINITION

What is workplace stress?

Workplace stress is the **physical, mental or emotional pressure** that may occur when work demands become difficult to manage.

PRESSURE MAY COME FROM



Workload

Too much to manage



Time

Urgent deadlines



People

Communication difficulties



Change

Changing priorities



Rest

Insufficient opportunity to recover

REMEMBER Different people may respond differently to the same workplace situation.

SOURCES OF PRESSURE

What may create pressure at work?

01	02	03	04	05
Heavy workload	Tight deadlines	Communication difficulties	Changing priorities	Lack of adequate rest
– Multiple responsibilities – Too many tasks at the same time	– Urgent requests – Limited time	– Misunderstandings – Difficult interactions	– Unexpected changes – Competing demands	– Long periods of work – Insufficient recovery time

KEY MESSAGE A **stressor** is a situation or demand that may create pressure.

KNOW THE DIFFERENCE

Stressor or stress sign?

STRESSOR

What may create pressure

EXAMPLE

Tight deadline

STRESS SIGN

What we may notice in ourselves

EXAMPLES

Tiredness · Difficulty focusing · Irritability

STRESSOR What is happening STRESS SIGN What I notice

THREE AREAS TO NOTICE

How can stress show up?

Stress may show up through —



AREA 01

Body

PHYSICAL SIGNS



AREA 02

Thoughts

MENTAL SIGNS



AREA 03

Feelings

EMOTIONAL SIGNS

KEY MESSAGE

Stress does not always look the same.
Learning to recognise **different signs** helps build awareness.



AREA 01 OF 03

Physical signs

What we may notice in the body

COMMON EXAMPLES

Tiredness

Feeling physically drained

Muscle tension

Feeling tight or tense

Difficulty relaxing

Finding it difficult to settle after pressure

ASK PARTICIPANTS

“What physical signs might you notice after a demanding working day?”

KEY MESSAGE Our body can give us signals that pressure is building.



AREA 02 OF 03

Mental signs

What we may notice in our thoughts

COMMON EXAMPLES

Overthinking

Thoughts keep going around

Difficulty focusing

Harder to maintain attention

Forgetfulness

More difficulty remembering information or tasks

ASK PARTICIPANTS

“What happens to your concentration when several things require your attention at once?”

KEY MESSAGE Workplace pressure may affect our attention and thinking.



AREA 03 OF 03

Emotional signs

What we may notice in our feelings

COMMON EXAMPLES

Irritability

Becoming easily annoyed

Feeling overwhelmed

Feeling that there is too much to manage

Frustration

Feeling upset when things do not go as expected

ASK PARTICIPANTS

“How might these feelings affect the way we communicate with colleagues?”

KEY MESSAGE Our emotional state may influence workplace interaction.

IMPACT AT WORK

Stress may affect...



Focus

- Difficulty concentrating
- Difficulty making decisions
- Forgetfulness



Emotions

- Irritability
- Feeling overwhelmed
- Frustration



Work performance

- Reduced efficiency
- Difficulty completing tasks
- Difficulty staying engaged with work

KEY MESSAGE Stress may influence how we think, how we feel and how we perform.

Meet Sarah

THE SITUATION

Sarah is managing several urgent deadlines.

RECENTLY

- She feels tired during the working day.
- She finds it difficult to concentrate on her tasks.
- She becomes easily irritated when colleagues approach her.

DISCUSS

What signs of workplace stress can you identify?

ARE THEY

PHYSICAL · MENTAL · EMOTIONAL

TRAINER REVEAL Tiredness → PHYSICAL Difficulty concentrating → MENTAL Irritability → EMOTIONAL

GROUP ACTIVITY

Identify & discuss

Think of a common workplace situation that may create pressure. Discuss —

1

What is the situation?

2

What stress signs might appear?

3

Which category?

PHYSICAL MENTAL EMOTIONAL

EXAMPLE

Tight deadline → Difficulty focusing →

MENTAL SIGN

ACTIVITY INSTRUCTION

Small groups discuss and share one example.

Check your learning

Identify at least **TWO** common signs of workplace stress.

SIGN 1

PhysicalMentalEmotional

SIGN 2

PhysicalMentalEmotional

SUCCESS CRITERIA

Participant identifies at least TWO appropriate common signs of workplace stress.

Stressor → Notice the sign → Identify the category → Build awareness

15 minute
break

PAUSE • REFRESH • RETURN

NEXT

MODULE 02 • 45 MINUTES

Mindful Sound & Relaxation

PAUSE → LISTEN → NOTICE → RELAX

02

MODULE · 45 MINUTES

Mindful Sound & Relaxation

PAUSE → LISTEN → NOTICE → RELAX

L02

By the end of this module, participants will be able to:

Demonstrate **ONE** simple mindful relaxation technique using sound awareness.

PRESENT-MOMENT AWARENESS

What is mindfulness?

Mindfulness is paying attention to what is happening in the present moment with awareness. Instead of immediately reacting, we first notice —



KEY MESSAGE Mindfulness begins with present-moment awareness.

ATTENTION, NOT ANALYSIS

What is sound awareness?

Sound awareness means intentionally bringing our attention to sound and noticing our experience as we listen. We can notice —



BEGINNING

When does the sound begin?



QUALITY

What do we notice about the sound?



CHANGE

How does the sound change?



FADING

When does it become softer?



SILENCE

What do we notice after it ends?

KEY MESSAGE

We are not trying to analyse the sound.
We are practising attention.

LISTENING WITH AWARENESS

Sound as a point of attention



1

Sound begins



2

Bring attention to the sound



3

Notice how it changes



4

Follow it as it fades



5

Notice the quiet moment afterward

◀ ----- WHEN ATTENTION WANDERS · RETURN TO LISTENING ----- ▶

KEY MESSAGE

When attention wanders, simply return to listening.
The goal is awareness — not perfect concentration.

DEFINITION

What is a singing bowl?



SUSTAINED TONE · VIBRATION

A singing bowl is a bowl-shaped instrument that produces sustained tones and vibrations when it is gently struck or played around the rim.

IN THIS PROGRAMME IT IS INTRODUCED AS A SIMPLE TOOL FOR

-  **Sound awareness**
Bringing attention to sound
-  **Focused listening**
Following sound as it changes
-  **Mindful relaxation**
Creating an opportunity to pause and notice

KEY MESSAGE Our focus today is mindful listening and workplace well-being.

SINGING BOWL

Basic background

Singing bowls are commonly associated with Himalayan and Asian contemplative traditions and are also used today in various relaxation and mindfulness settings.

For this workplace programme, our focus is practical.

OUR PRACTICAL FOCUS



Sound



Listening



Awareness



Relaxation

KEY MESSAGE Today we are learning a simple sound-awareness practice, not a sound-healing certification technique.

MATERIALS

What are singing bowls made of?

Singing bowls may be made from different materials.

TYPE 01



Metal singing bowls

Commonly made using metal or metal alloys.

TYPE 02



Crystal singing bowls

Commonly made using quartz-based material.

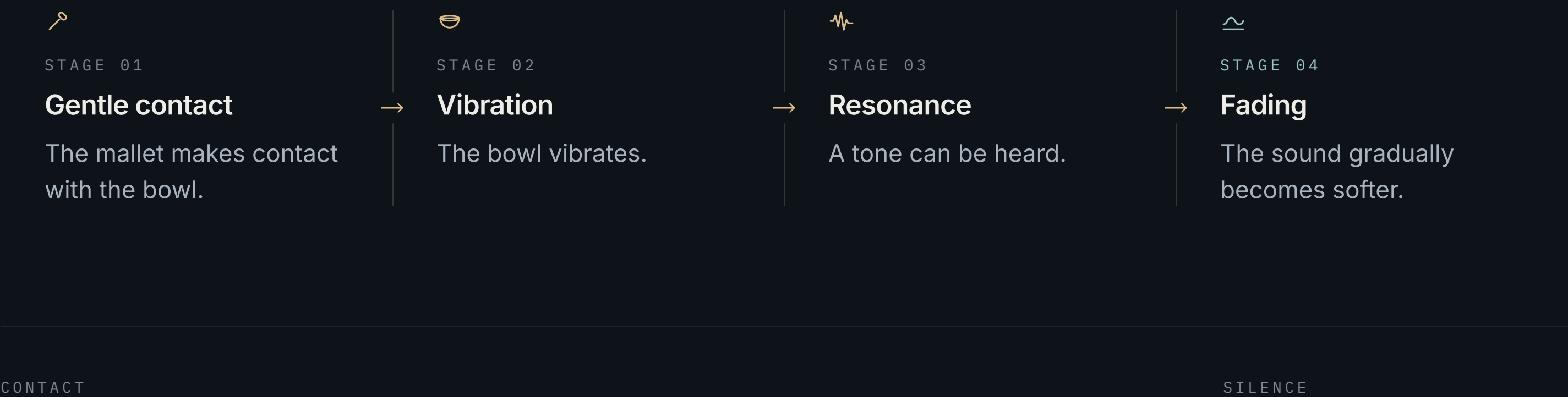
DIFFERENT BOWLS MAY PRODUCE DIFFERENT Tones · Resonance · Vibrations

KEY MESSAGE

For today's practice, the important skill is not identifying every type of bowl.
The focus is how we listen and notice.

FROM CONTACT TO SILENCE

How does a singing bowl produce sound?



KEY MESSAGE Sound begins with vibration and changes over time.

TECHNIQUE

Gentle strike vs rim playing

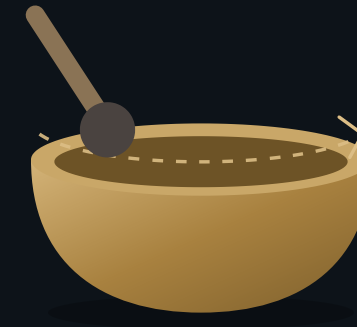
1 Gentle strike



A suitable mallet gently contacts the bowl.

RESULT A clear tone begins and gradually fades.

2 Rim playing



A suitable mallet is moved gently around the rim.

RESULT The bowl can produce a more sustained tone.

REMEMBER Gentle · Controlled · Comfortable

Force is not necessary.

SAFE & APPROPRIATE USE

Comfort comes first

✓ DO

- ✓ Keep the volume comfortable
- ✓ Use gentle and controlled movements
- ✓ Give participants personal space
- ✓ Explain before producing sound
- ✓ Allow participants to sit comfortably
- ✓ Respect participant choice

✗ AVOID

- ✗ Sudden very loud sounds
- ✗ Playing very close to someone's ears
- ✗ Forcing participation
- ✗ Creating unnecessary discomfort

KEY MESSAGE Safe practice begins with participant comfort and choice.

THE MINDFUL SOUND PROCESS

Pause → Listen → Notice → Relax

1

Pause

Stop for a moment and settle your attention.



2

Listen

Bring your attention to the sound.



3

Notice

Notice the tone, vibration, changes and fading sound.



4

Relax

Remain comfortable as the sound gradually fades.



REMEMBER Nothing to force. Simply listen and notice.

TRAINER DEMONSTRATION

Watch the process

ANNA DEMONSTRATES

- **Pause**
|
- **Listen**
|
- **Notice**
|
- **Relax**

WHILE OBSERVING, NOTICE

- | | |
|---|--|
|  How the bowl is handled |  How the sound begins |
|  How attention follows the sound |  How the sound is allowed to fade naturally |

PARTICIPANT TASK Observe first. Practice next.

Now you try

STEP 1

Pause and settle your attention.

STEP 2

Listen when the sound begins.

STEP 3

Notice the sound as it changes and fades.

STEP 4

Remain comfortable and relaxed.

TRAINER OBSERVATION

- ✓ Participant pauses
 - ✓ Participant notices / follows the sound
- ✓ Participant listens attentively
 - ✓ Participant completes the process appropriately

SUCCESS CRITERIA

Participant demonstrates ONE simple mindful relaxation technique using sound awareness.

15 minute
break

REFRESH • RESET • RETURN

NEXT

MODULE 03 • 30 MINUTES

Positive Workplace Interaction

APPRECIATE → LISTEN → RESPOND RESPECTFULLY

03

MODULE · 30 MINUTES

Positive Workplace Interaction

APPRECIATE → LISTEN → RESPOND RESPECTFULLY

L03

By the end of this module, participants will be able to:
Identify **ONE** practical action to manage stress and support positive interaction at work.

DEFINITION

Positive workplace interaction

Positive workplace interaction means communicating and responding to others in ways that support —



Respect



Understanding



Cooperation



Constructive communication

It does not mean that everyone must always agree.

KEY MESSAGE We can communicate differences while remaining respectful and constructive.

WHY DOES IT MATTER?

Pressure can affect communication

WHEN WE ARE UNDER PRESSURE, WE MAY BECOME

- Less patient
- More reactive
- Easier to misunderstand
- Less attentive to others

SIMPLE PROCESS

- Pressure
- |
- Notice
- |
- Pause
- |
- Choose how to respond

Awareness gives us an opportunity to choose our response.

KEY MESSAGE How we respond can influence the quality of the interaction.

THREE SIMPLE BEHAVIOURS

Appreciate → Listen → Respond respectfully



BEHAVIOUR 01

Appreciate

Recognise a positive contribution.



BEHAVIOUR 02

Listen

Give full attention before responding.



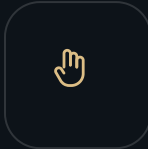
BEHAVIOUR 03

Respond respectfully

Use calm and constructive language.

KEY MESSAGE Small communication behaviours can make workplace interaction more constructive.

BEHAVIOUR 01 OF 03



Appreciate

Recognise something positive or helpful.

Instead of focusing only on what went wrong, notice what can genuinely be acknowledged.

EXAMPLES

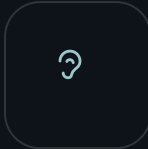
SAY “Thank you for letting me know early.”

SAY “I appreciate you completing this quickly.”

SAY “Thank you for helping the team.”

KEY MESSAGE Genuine appreciation helps people feel recognised.

BEHAVIOUR 02 OF 03



Listen

Give the other person attention before responding.

PRACTISE

- ✓ Allow the person to finish
- ✓ Listen to understand the message
- ✓ Avoid unnecessary interruption
- ✓ Clarify when needed

INSTEAD OF

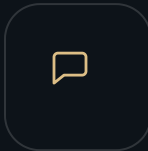
“No, that's not what happened.”

TRY

“Let me understand what happened first.”

KEY MESSAGE Listening does not mean agreeing. It means understanding before responding.

BEHAVIOUR 03 OF 03



Respond respectfully

Use calm and constructive language.

REACTIVE RESPONSE

“You always give me things at the last minute!”

“This is not my problem.”

MORE CONSTRUCTIVE RESPONSE

→ “I understand this is urgent. Let's look at what needs priority.”

→ “Let's clarify what support is needed.”

KEY MESSAGE We can be clear and respectful at the same time.

WORKPLACE SCENARIO

What would you do?

THE SITUATION

You are already managing several urgent tasks.
A colleague approaches and says —

THEY SAY

“Can you finish this for me today? I need it urgently.”

You notice yourself becoming frustrated.

HOW COULD YOU USE

Appreciate → Listen → Respond respectfully

POSSIBLE RESPONSE

APPRECIATE	“Thanks for letting me know this is urgent.”
LISTEN	“Can you explain what needs to be completed today?”
RESPOND RESPECTFULLY	“I'm managing two urgent tasks now. Let's decide which item should take priority.”

Let's practise

Work with a partner.



PERSON A

Employee already under pressure.



THEN
SWITCH ROLES



PERSON B

Colleague requesting urgent assistance.



⇌ SWITCH ROLES DEBRIEF “What changed when the response became calmer and more constructive?”

TAKE IT BACK TO WORK

One practical action

Think of ONE practical action you can use when you notice workplace pressure.

EXAMPLES

- Notice my stress signs earlier
- Pause before responding
- Listen fully before answering
- Use respectful language
- Recognise a colleague's contribution
- Use mindful sound awareness during an appropriate pause

MY PRACTICAL ACTION

“At work, I will.....”

This is a practical reflection — not a SMART Action Plan.

Check your learning

Identify **ONE** practical action to manage workplace stress **and/or** support positive workplace interaction.

MY ACTION

SUCCESS CRITERIA

Participant identifies ONE appropriate and practical workplace action.

MODULE 3 RECAP

Appreciate → Listen → Respond respectfully → Take practical action

L03 achieved ✓

NEXT · 15-MINUTE BREAK

15 minute
break

PAUSE • REFRESH • RETURN

WHEN WE RETURN

EXPERIENCE • 30 MINUTES

Guided Sound Relaxation

RETURN QUIETLY AND MAKE YOURSELF COMFORTABLE

BEFORE WE BEGIN

Guided Sound Relaxation

30 MINUTES · PARTICIPATION IS VOLUNTARY

✓ Choose a comfortable seated or resting position

✓ Give yourself enough personal space

✓ Silence your phone if possible

✓ Adjust your position whenever needed

✓ Participation is voluntary

✓ If you feel uncomfortable, you may stop or simply sit quietly

KEY MESSAGE

Your comfort comes first.

DURING THIS EXPERIENCE

Simply listen & notice

LISTEN

Notice when the sound begins.

NOTICE

Observe the tone, resonance and change.

FOLLOW

Listen as the sound gradually fades.

REST

Notice the quiet moment after the sound.

Nothing to achieve. · Nothing to perform. · Simply listen and notice.

QUIET INTEGRATION

Take a quiet moment

Notice 01

How does your body
feel now?

Notice 02

What is the quality
of your attention?

Notice 03

What did you notice
during the sound
experience?

There is no right or wrong experience.

ALLOW A SHORT QUIET REFLECTION BEFORE THE FINAL RECAP

SIMPLY NOTICE

FINAL RECAP

Our learning journey

L01

STRESS AWARENESS

Identify at least 2

common signs of workplace stress.

✓ Physical · Mental · Emotional

L02

MINDFUL SOUND

Demonstrate 1

simple mindful relaxation technique
using sound awareness.

✓ Pause → Listen → Notice → Relax

L03

WORKPLACE APPLICATION

Identify 1

practical action to manage stress
and support positive interaction.

✓ Appreciate → Listen → Respond
respectfully

REMEMBER Identify 2 → Demonstrate 1 → Identify 1

Check · Reflect · Feedback

1

Post-assessment

Complete the programme knowledge check.

2

Personal reflection

Complete —

“One thing I am taking away from today's session is.....”

3

Programme evaluation

Please complete the programme evaluation.



ANNA.FLOEE0.COM

KEY MESSAGE Your reflection and feedback help turn today's experience into practical learning.

Thank you

MINDFUL SOUND FOR WORKPLACE PERFORMANCE

Notice

Recognise what is happening.

Pause

Bring awareness to the present moment.

Choose

Respond with greater awareness and respect.

We may not always be able to control the pressure around us, but we can become more aware of what is happening within us and choose how we respond.

Thank you for your presence and participation.
Anna Lim

