

Career Accelerator Lab Mindfulness @ Work

Level of curricular unit: Master (2nd cycle, as defined in the Framework of Qualifications for the European Higher Education Area)

Academic Year: 2022/2023

Number of hours invested by student: 4h10m

Group Size: Up to 20

Points:8

Instructor: Inês Diogo

Contact: inesdiogomail@gmail.com, hello@mapathecoachingstudio.com

Biography:

Inês Diogo has lived and worked in Argentina (Buenos Aires), Brazil (São Paulo) and Spain (Barcelona) where she developed her interest in personal development while managing multicultural sales teams.

After a career of more than 15 years in leadership and sales roles in the hospitality & tourism industry, in 2019 Inês created MAPA - The Coaching Studio where she helps individuals achieve their professional and personal goals. Her coaching areas of expertise include career transition, emotional intelligence, mindful leadership and personal development. Inês is an Associate Certified Coach (ACC) from ICF (International Coaching Federation) and a SIY Global Coach.

Emotional intelligence and personal development were always areas of her interest while she was graduating in Business Management back in the 90's at Católica School of Business and Economics in Lisbon, city where she was born.

She learned to meditate in 2010 at The Art of Living Foundation, while living in Argentina, and immediately felt the benefits in her professional and personal life. Since that day meditation is part of her life and also since that day the mission of bringing mindfulness and emotional intelligence tools into the corporate world became her purpose.



Inês holds a degree in Business Administration by Católica Lisbon School of Business & Economics and a post-graduation in International Hotel Management by ESHTe. Her passion to bring meditation to the corporate world led her to become a Search Inside Yourself Certified Teacher. Originally developed at Google, Search Inside Yourself (SIY) teaches practical mindfulness, emotional intelligence and leadership tools to unlock the full potential at work and in life. Inês is also a Mindfulness Mentor having been trained by the renowned teachers Tara Brach and Jack Kornfield.

Inês is also a facilitator of the #IamRemarkable Workshop. #IamRemarkable is a Google initiative empowering women and other underrepresented groups to celebrate their achievements in the workplace and beyond.

Instructor Contact: hello@mapathecoachingstudio.com

Instructor Website: www.mapathecoachingstudio.com

Instructor LinkedIn Profile:
<https://www.linkedin.com/in/inesdiogolinkedin/>

Workshop overview and objectives:

This workshop is designed to teach participants practical techniques and tools that will allow them to be mindful at work.

The goal is to understand how mindfulness can make you better at work and learn practical ways to find focus, calm and joy at work. It is the beginning of a journey to search inside yourself.

Workshop description:

Mindfulness @ Work gives you practical tools that will help you substantially improve your ability to get better results both at work and in life. At the same time you will learn to have a focused and calm mind to achieve success and joy at work. Through active participation and group exercises, you will increase your self-awareness, beginning to create mindfulness habits.

Session 1:



- What is mindfulness?
- The importance of self-awareness
- Practical ways to achieve a focused and calm mind

Session 2:

- How mindfulness can make you better at work
- Ways to practice mindfulness at work
- Start creating mindfulness habits

Interactive and dynamic workshop. Classes will be a mix of theory (concepts and practical tools), short videos, individual and group exercises.

Required background:

No required background needed.

Extra-live session assignments:

There are no extra assignments.

Grading:

Overall Pass / Fail

You must pass all components of evaluation to be approved:

- Attendance of both sessions on time.
- Engagement and full participation on both sessions.
Contribution to class (pass requires attendance on time and for the total duration of the workshop and active participation).
- During online workshops the cameras need to be on.

Career Accelerator Lab approval guidelines apply.



Bibliography:

No required readings, only for reference:

- Search Inside Yourself: The Unexpected Path to Achieving Success, Happiness (and World Peace) by Chade-Meng Tan.
- Altered Traits: Science Reveals How Meditation Changes Your Mind, Brain, and Body by Daniel Goleman and Richard J. Davidson.
- Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones by James Clear.

Other relevant references will be provided by the instructor in the workshop sessions.

Expectations regarding session attendance:

Students are expected to arrive on time, attend all sessions and be open-minded. Full participation and engagement of participants (active contribution, questions, sharing) is key to achieving more powerful results.

Code of conduct and ethics:

Católica Lisbon School of Business and Economics is a community of individuals with diverse backgrounds and interests who share certain fundamental goals. A crucial element to achieve these goals is the creation and maintenance of an atmosphere contributing to learning and personal growth for everyone in the community. The success of CATÓLICA-LISBON in attaining its goals and in maintaining its reputation of academic excellence depends on the willingness of its members, both collectively and individually, to meet their responsibilities.

Along with all the other members of our community, students are expected to follow professional standards and CATÓLICA-LISBON standards of Academic Integrity. Some details should be mentioned here: Please arrive on time for class with uninterrupted attendance for the duration of the class. Signing an attendance sheet for anyone else in the class constitutes fraud and a violation of the CLSBE code of conduct. Use of computers and other electronic devices during the class is not allowed unless expressly requested by the instructor of the course. Students who persistently act in a disruptive and disrespectful manner during the class session may be invited to leave. Students are expected to behave at all times according to the fundamental principles of academic integrity, including honesty, trust, fairness, respect, and responsibility. In particular, in individual graded assignments of any type, students may not collaborate with others or use any materials without explicit permission from the instructor of the course;

In group assignments and reports, all students listed as authors should have performed a substantial amount of work for that assignment;

It is dishonest to fabricate or falsify data in experiments, surveys, papers, reports, or other circumstances; fabricate source material in a bibliography or "works cited" list; or provide false information in other documents in connection with academic efforts;

Plagiarizing, i.e. "to steal and pass off the ideas or words of another as one's own and or to use another's production without crediting the source" (Merriam-Webster Dictionary) is an Academic Integrity breach. It can be avoided by using proper methods of documentation and acknowledgement. Visit this guide for additional resources on how to avoid plagiarism in your written submissions <http://en.writecheck.com/plagiarism-guide>



In exams, students must not receive or provide any unauthorized assistance. During an examination, students may use only material and items authorized by the faculty. Use of smartwatches or other communication devices is not permitted during the exam. Academic integrity breaches will be dealt with in accordance with the school's code of Academic Integrity: <https://www.clsbe.lisboa.ucp.pt/system/files/assets/files/academicintegritycode.pdf>

