



## Improving Mindfulness

SEHG-PD-4102 · Business · approx. 6 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

### COURSE DESCRIPTION

Life constantly demands our attention, but when we become fixated on the past or worried about the future, we often miss vital information in our present situations. Cultivating a state where you are consistently aware of your present moment is not impossible, but it takes practice. Nevertheless, by learning to abide in the present, you acquire a sense of perspective that can allow you to learn from the past without it overwhelming you with resentment and regret, and plan for the future without it overwhelming you with anxiety or dejection. Implementing the guidelines in this course is the first step to changing your mental and emotional outlook to one that operates in the present moment.

Personal Development course: Improving Mindfulness.

### WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

### SKILLS & LEARNING OUTCOMES

**Upon completion, the student will be able to:**

- Define mindfulness
- Develop techniques to make oneself more attuned to the present moment
- Understand the value and utility of one's emotions
- Learn how to identify and counter distorted thinking
- Learn how to cultivate genuine positive emotions
- Become more fully present in social interactions

### WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 6 instructional videos — 6 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

### MODULE MAP

- **Module 1 — Introduction**
  - Course Objectives
- **Module 2 — What Is Mindfulness?**
  - Buddhist Concept

- Bare Attention
- Psychological Concept of Mindfulness
- Memory
- **Module 3 — Practicing Mindfulness**
  - Attention
  - Acceptance
  - Mindfulness Meditation
  - Scanning
- **Module 4 — Emotional Intelligence**
  - The Purpose of Emotions
  - High Performance Emotions
  - Swing Emotions
  - Blue Emotions
- **Module 5 — Cognitive Distortion (I)**
  - Dichotomous Reasoning
  - Magnification and Minimization
  - Filtering
  - Jumping to Conclusions
- **Module 6 — Cognitive Distortion (II)**
  - Destructive Labeling
  - Personalizing
  - Blaming
  - The Tyranny of the Should
- **Module 7 — Mindfulness Based Cognitive Therapy**
  - Mental Modes
  - Doing Mode
  - Being Mode
  - Metacognitive Awareness
- **Module 8 — Mindfulness and Gratitude**
  - What is Gratitude?
  - Gratitude Journal
  - An Exercise in Mindfulness and Gratitude
  - Forming a Habit
- **Module 9 — Cultivating the High Performance Emotions**
  - The Emotion-Cognition-Behavior Triangle
  - Cultivating Enthusiasm
  - Cultivating Confidence
  - Cultivating Tenacity
- **Module 10 — Mindfulness in Customer Service**
  - Individually Focused
  - Active Listening
  - Building Rapport
  - Timing
- **Module 11 — Mindfulness and Leadership**
  - Mental Resilience
  - Focus
  - Compassion
  - Creativity
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
  - Course Summary

## COMPLETION & CERTIFICATION

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Completion-based: a certificate of completion is issued after all course videos have been viewed.  
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

## OFFICIAL SEHG CERTIFICATE

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Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

**Every certificate carries a unique credential ID — verify at:**

[SynergyEducation.AI/verify](https://SynergyEducation.AI/verify)

## SUPPORT, ACCESS & POLICIES

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- Support: [CEO@SynergyEducation.AI](mailto:CEO@SynergyEducation.AI)
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

### Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

**\$49 · SEHG-PD-4102 · [SynergyEducation.AI](https://SynergyEducation.AI)**

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact [CEO@SynergyEducation.AI](mailto:CEO@SynergyEducation.AI).