



INTERPERSONAL SKILLS AND SELF DEVELOPMENT | ISSD-011

Mindfulness and Focus at Work

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Course content

Why Attend

Constant notifications and multitasking reduce focus, increase stress and lower quality of work. Mindfulness practices help people regain attention and calm.

This Aractech course covers attention and distraction, mindfulness principles, simple practices for the workplace, mindful communication, focus techniques, managing digital distraction and building sustainable habits. No prior experience is required.

Course Methodology

- Guided practices
- Interactive sessions
- Reflection
- Group discussions
- Personal planning

Course Objectives

- Understand attention and distraction
- Explain mindfulness principles
- Practise simple mindfulness techniques
- Communicate mindfully
- Improve focus and reduce multitasking
- Build sustainable mindfulness habits

Target Audience

- Professionals at all levels
- Managers

Course content

- Knowledge workers
- Frontline staff

Course outline

Detailed course outline

Day-by-day outline for Mindfulness and Focus at Work.

Day 1 - Attention

- 09:00-09:45 | How attention works
- 09:45-10:30 | Distraction costs
- 10:30-11:00 | Multitasking myth
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Multitasking myth (continued)
- 11:45-12:30 | Self-assessment
- 12:30-14:00 | Exercise: Attention audit

Day 2 - Mindfulness Basics

- 09:00-09:45 | What mindfulness is
- 09:45-10:30 | Evidence
- 10:30-11:00 | Breathing practices
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Breathing practices (continued)
- 11:45-12:30 | Body awareness
- 12:30-14:00 | Practice: Guided session

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Day 3 - Mindfulness at Work

- 09:00-09:45 | Short practices
- 09:45-10:30 | Mindful meetings
- 10:30-11:00 | Mindful communication
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Mindful communication (continued)
- 11:45-12:30 | Stressful moments
- 12:30-14:00 | Practice: Workplace techniques

Day 4 - Focus

- 09:00-09:45 | Deep work
- 09:45-10:30 | Digital distraction
- 10:30-11:00 | Single-tasking
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Single-tasking (continued)
- 11:45-12:30 | Environment
- 12:30-14:00 | Exercise: Focus plan

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Day 5 - Habits

- 09:00-10:17 | Building habits
- 10:17-10:56 | Overcoming obstacles
- 10:56-11:00 | Team practices
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Team practices (continued)
- 12:05-12:43 | Sustaining
- 12:43-14:00 | Capstone: Personal practice plan

Seminar dates

Available seminar dates

Live dates and pricing for Mindfulness and Focus at Work generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Paris	Classroom	€3,825
7 - 11 December 2026	Barcelona	Classroom	€2,815
21 - 25 December 2026	London	Classroom	€2,315
18 - 22 January 2027	Munich	Classroom	€3,225
15 - 19 February 2027	Istanbul	Classroom	€1,978
15 - 19 March 2027	London	Classroom	€2,315
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Istanbul	Classroom	€1,978
21 - 25 June 2027	Amsterdam	Classroom	€2,830
19 - 23 July 2027	Cape Town	Classroom	€1,625

Seminar dates

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Date	Location	Format	Fee
16 - 20 August 2027	Barcelona	Classroom	€2,815
20 - 24 September 2027	London	Classroom	€2,315
18 - 22 October 2027	Munich	Classroom	€3,225
15 - 19 November 2027	Istanbul	Classroom	€1,978
20 - 24 December 2027	London	Classroom	€2,315
16 - 20 November 2026	Online / Live	Online / Live	€1,815
7 - 11 December 2026	Online / Live	Online / Live	€1,815
21 - 25 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815

Seminar dates

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19 - 23 April 2027	Online / Live	Online / Live	€1,815
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
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