



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 26 October 2025 To 30 October 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

Mindfulness for Personal Effectiveness is a comprehensive 5-day course designed to enhance your ability to be present and fully engaged in both personal and professional aspects of life. By integrating mindfulness practices, you'll be equipped to manage stress, improve focus, and foster a sense of well-being, ultimately leading to heightened personal effectiveness.

- Understand the principles of mindfulness and its benefits for personal and professional life.
- Develop practical mindfulness skills to enhance focus and productivity.
- Learn techniques for stress management and emotional regulation.
- Cultivate a mindset of mindfulness for improved decision-making and problem-solving.
- Apply mindfulness practices to foster better communication and relationships.

## Course Outlines

### Day 1: Introduction to Mindfulness

- Overview of mindfulness and its origins.
- The science behind mindfulness and personal effectiveness.
- Understanding the mind-body connection.
- Breathing techniques for increased awareness.
- Introduction to basic mindfulness meditation practices.

### Day 2: Mindfulness for Focus and Concentration

- Identifying distractions and their impact on productivity.
- Techniques for improving focus through mindfulness.
- Practicing mindfulness in everyday activities.
- Exercises to enhance concentration.
- Meditative practices for deep focus.

### Day 3: Stress Reduction and Emotional Regulation

- Understanding the role of mindfulness in stress management.
- Meditation techniques for reducing stress.
- Mindful responses to emotional triggers.
- Creating a personal stress reduction plan.
- Guided imagery and relaxation exercises.

### Day 4: Mindfulness for Decision-Making and Problem-Solving

- The role of present-moment awareness in decision-making.
- Applying mindful thinking to problem-solving scenarios.
- Overcoming cognitive biases with mindfulness.
- Techniques for creative thinking through mindfulness.
- Case studies and practical applications.

### Day 5: Mindful Communication and Relationships

- Mindful listening and speaking skills.
- Enhancing empathy and understanding through mindfulness.
- Strategies for conflict resolution with a mindful approach.
- Building trust and connection in professional settings.
- Action plan for sustaining mindfulness practices.