

# Mindfulness

## Presentations and Workshops

*An invitation to share a Mindfulness Presentation with  
Students and Staff*



*Presenter: Geraldine Jozefiak*

## Mindfulness workshops

In this month's March 2019 Blog at [www.theexamsoffice.org](http://www.theexamsoffice.org) , I wrote about how:

*“Health and Wellbeing is a hot topic right now with the Government making it a compulsory part of the new curriculum from 2020. Education Secretary Damian Hinds said – “it will help children learn how to look after themselves physically and mentally”.*

*Those of us working in Education know how important this aspect of school life is, and acting and thinking Mindfully is a big step towards this goal”.*

For the past 10 years I have been working as Exams Officer at HMP Norwich and have had the opportunity to develop 6 x Meditation recordings for our Prison TV Education Service WayOut TV, currently streamed to 25,000 prisoners across the country.

It's a small step in helping others find a sense of self and a place of calm in a hectic, noisy and demanding environment.

I'm keen that the young people we work with and care about, also have the opportunity to develop their best selves in life.

Developing Thinking Skills through Mindfulness Workshops will help them handle life and steer them to making good choices. Subject skills alone won't equip them to be resilient and strong.

There is so much we can do. We can show them choices, help them recognise anxiety and teach them how to move forward when life gets challenging.

The workshop outlines on the following pages cover many Mindful techniques which can be tailored for any situation, with topics focussed on the message you want to share. Of course, Exams loom over all of us at this time of year, and I've outlined a session on 'The Exam Mindset' which addresses students' fears on doing their best.

We all need to take time out to be still, to talk better to one another and to allow ourselves to shine.

Love and light,

**For details of any of the workshops please contact:**

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Exam Officer HMP Norwich

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# Developing the Exam Mindset

... to show your best self



## Mindfulness Student Workshop

The Exam Season is a time when we focus on our students' Health and Wellbeing – a topic currently high on the Government's Agenda. This 2 hour workshop leads students through a range of Mindful Techniques and Thinking Skills, reminding them that they have more control over their feelings around exams than they might think.

They will learn to recognise their moments of choice and power in order to make good decisions on how they handle their exams.

During the workshop participants will experience a number of Mindful approaches to help them be their best at Exam Time. These will include a Check in, Visualisations, Affirmations, Letting Go and a Guided Meditation.

The workshop will cover:

- **Challenges** and Expectations
- **Thinking skills** – getting things right on the inside
- **The Panic Spiral** – how our thoughts and automatic reactions create our fear
- **Doing a Check In**– a Relaxation exercise for stress
- **What is Mindfulness?** Mindful approaches to handle any situation
- **Mind the Gap** - Recognising our moments of choice and power
- **Pause button techniques.** Knowing our options. Choosing the best path
- **Letting Go** – releasing thoughts that hold us back from being our best
- **Visualisation** exercises to imagine things working out well
- **Affirmations** and affirmation cards to attract a positive outcome
- **Guided Meditation** for calm and stillness

The Workshop includes Student and Facilitator Workbooks, Relaxation, Letting Go and Visualisation mp3s and Guided Meditation mp4.

For details of this and other Mindfulness workshops please contact:

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# Communicating with Colleagues



## Mindful Relationships at Work

The Presentation can be adapted for  
Conference and CPD Training Days

Our daily conversations and interactions can be a source of much stress. The workshop looks at how we can adapt our style of communication to improve our relationships in the workplace and our responses to those around us.

During the 2 hour session, participants will have an opportunity to experience a number of Mindful Techniques including Breathing, Relaxation, Letting Go and a Guided Meditation.

The Presentation will cover:

- **Power of Words** – words have a strong emotional energy
- **Our thinking** - it colours and clouds all our communications
- **Stress triggers** and challenges – unravelling the who said what and how
- **Breath and relaxation exercises** – recognising how stress affects our bodies
- **Daily interactions** - How do you present yourself to the world?
- **Mindful communication** – ask, affirm, acknowledge
- **The listening process** – what’s said and not said
- **Questions** are the answer – using questions to get at the heart of the problem
- **Meetings** –using Mindful preparation to achieve harmonious goals
- **Visualisations** – imagining successful communication outcomes
- **Ego** – leaving our ego at the door to get the best result for all concerned
- **Letting go** – releasing feelings that don’t serve us in the workplace
- **Communicating with caution** – the negative affect of gossip and grievances

The Workshop includes participant Workbooks, audio recordings and Guided Meditation mp4.

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# Mindfulness in the Classroom



## Minimising Stress at Work

The Presentation can be adapted for  
Conference and CPD Training Days

Mindful communication can smooth our conversations and minimise the daily stresses of life in the workplace. The workshop looks at how we engage with both staff and students and asks us to consider how we work for the common good of all concerned.

Participants will learn how to do a Mindful Check In, practice visualisations and affirmations and experience a Guided Meditation.

The Presentation will cover:

- **Thinking Skills** – getting it right on the inside
- **Recognising stress** –using Mindful awareness to identify signs of stress
- **Breathing and relaxation techniques** – stilling the breath and the body
- **Classroom challenges** – learning to react in our best interest
- **Mindful Communication** – limited the fall-out from our conversations
- **Personal expectations** – being a person of influence
- **Pause button techniques** – considering our interaction with our colleagues
- **Being a Role Model** – establishing personal codes and values
- **Questions and Answers** – The Answer is Love – what was the question?
- **Guided Meditation** – taking time out to re-balance and slow down
- **Graciousness and gratitude** - common ground for the good of all concerned
- **Acting with integrity** – living and working with heart

The Workshop includes participant Workbooks, audio recordings and Guided Meditation mp4.

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# Choices

... towards a life of consequence

*This Presentation is best suited to Graduation and Awards Ceremony nights and preparation sessions for those about to move beyond the safety of School/College*

The daily choices we make are all governed by how we think about our life experiences. We can choose to lead a life of consequence or to find that life happens to us without conscious decision making.

Participants will learn how to recognise their moments of power to make choices that work for them and the greater good. In the process they will be reminded that they have immense potential to shine. Together we will work through some Mindfulness techniques to help them create a considered life on their terms.

The Presentation will cover:

- **How you think about your life** – all our choices stem from our thinking
- **Breathing and relaxation** – recognising our body's reactions to daily life
- **You are Magnificent** – don't shrink your potential
- **Expectation** - what kind of person would be if you knew you couldn't fail
- **Pause button thinking** – the consequences of making poor choices
- **Choice** – choosing our best path in any situation
- **Letting Go** – choosing to leave behind emotions that don't serve us anymore
- **Visualisations and Affirmations** – Imagining our future life
- **Grace and gratitude** – acting for the good of all concerned
- **Being a person of consequence** – thinking skills for personal success
- **You are enough** - You know what you need to know to be your best

The Workshop includes participant Workbooks, audio recordings and Guided Meditation mp4

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## Profile

**Geraldine Jozefiak** is currently Exam Officer with People Plus, HMP Norwich, a B Category Male Prison in East Anglia, England.



Qualifying initially as a Primary Teacher from Froebel Institute Roehampton, she has worked with adults of all ages and abilities, running workshops in many Day Care and Adult Centres throughout the County.

She has taught Reminiscence and Craft, trained leaders and teachers in sharing skills and over the past 30 years has studied a wide number of Spiritual and Personal Development practices.

After recording the popular Mindscape Meditation Series for Way Out TV in cell learning at HMP Norwich, she led workshops at The Exams Office 2018 Summer Conference on Handling Stress and Meditation. The sessions met with wide enthusiasm and appreciation.

As an employee with People Plus Geraldine has won an award for Community Contribution whilst running the prisoner to prisoner reading scheme Toe by Toe (now Turning Pages).

She recognises the untapped potential in everyone and is passionate about breaking down barriers to learning.

In 2017 she was invited to be a trainer with The Exams Office delivering in-house training to schools on JCQ regulations and Exam Administration Standards.

She shares her love of making the complex simple in her many workbooks and courses on Reminiscence and Craft, available online at [www.GeraldineJozefiak.com](http://www.GeraldineJozefiak.com)

Geraldine is keen to raise awareness of Mindfulness and Wellbeing in our schools and workplace and writes, records and creates individual audios, Meditation Videos and Workbooks to support her Mindfulness Sessions.

*Geraldine Jozefiak*

Exam Officer HMP Norwich

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# Testimonials



03/08/2018

We had nothing other than huge praise for you and your workshop at the summer conference. People felt that you were very knowledgeable, and that the mindfulness session was the perfect workshop for them, in order to focus on softer skills both for themselves and to pass on to others. The most popular comments were:

- Informative & enjoyable
- Brilliant
- Perfect
- Can we do it again?

With best wishes,

Rebecca Marr  
Membership and Marketing Manager  
The Exams Office





08/08/2018

The feedback from Governors and Senior Management Team accessing the Way2Learn recordings has been incredibly positive. Many prisoners have felt reassured by catching the Mindscape Meditations as it gives them the opportunity to relax, take stock and take time out from what is often a stressful day.

Based on this positive response to your recordings we have increased the number of times a day Mindscape is aired, so that there are now even more opportunities for our prisoners to catch your Meditations.

*Note: Aired 6 x a day on the WayOutTV network direct to Prisoners' TVs, these recordings are currently reaching 25,000 prisoner a day*

Jezz Wright

Head of Digital & Content : People Plus (Justice)

