

# Mindfulness Pilot Checklist



**H**ere's a handy checklist to ensure that you deal with each necessary step for successfully piloting mindfulness in your organisation. If you're able to tick off the topics in this checklist you should create a win-win-win scenario for you and your organisation. Your staff benefit, the organisation benefits and you look good for having the idea and following it through. Check out Chapter 8 of *Mindfulness at Work Essentials For Dummies* for more!

Action	Completed?
<b>Stage 1: Start with the end in mind</b>	
Identify organisational outcomes.	
Select a mindfulness at work trainer with whom to work in partnership.	
Select the most appropriate training approach (MBSR, MBCT, MAWT, SIY, other).	
Agree on the best way in which to introduce mindfulness to your organisation, in partnership with the mindfulness trainer (for example, offering a taster session then a course for those interested, or starting with a full pilot course).	
Agree on a marketing strategy and web/email/newsletter/flyer content.	
Ensure that evaluation measures are integrated into the training.	
<b>Stage 2: Run an introductory session (if applicable)</b>	
Publicise the opportunity using various electronic and physical media, with endorsement from a senior member of staff (if possible).	

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<b>Action</b>	<b>Completed?</b>
Arrange a suitable room. Book equipment such as digital projector (if applicable).	
Evaluate the outcomes.	
Share the evaluation data with other key decision-makers to decide on 'next steps'. Involve the mindfulness trainer in any presentation of outcomes (if possible).	
<b>Stage 3: Run a mindfulness course pilot</b>	
Publicise the opportunity using various electronic and physical media, with endorsement from a senior member of staff (if possible).	
Arrange a suitable room for the duration of the course. Book equipment such as digital projector (if applicable).	
Agree on criteria for selecting participants.	
Select course participants.	
Inform successful candidates.	
Brief line managers so that they are supportive.	
Complete pre-course evaluation.	
Invite participants to attend day one of the course, and provide ongoing communication via the learning and development team and/or the mindfulness trainer.	
<b>Stage 4: Evaluate</b>	
Ask all participants to complete a post-course questionnaire.	
Evaluate the pre- and post-course data to determine whether the outcomes have been achieved and benefits gained, both in individual and organisational terms.	
Share the evaluation data with other key decision-makers to decide on 'next steps'. Involve the mindfulness trainer in any presentation of outcomes (if possible).	