

1 Background Reading

Why Peace?

Stress is a problem for the providers of modern healthcare. It may be about meeting deadlines, dealing with difficult patients, or feeling overwhelmed by piles of unfinished work. If we are feeling stressed at work, we may also be feeling the same way at home, worrying about doing all the things that keep our household functioning, wondering whether there's food for dinner, feeling guilty about not calling our parents or helping our children with homework. Stress and worry can adversely affect our health, which in turn will affect the care we give to our patients. The antidote to all this is to develop an inner peacefulness.

There are methods or tools such as meditation and visualisation, which can reduce stress as well as improve our sense of well-being. However, we can also discover peacefulness through action and the way in which we approach our day-to-day activities and tasks. By actively practising peacefulness, we lay the foundation stones for well-being, hope, self-respect and contentment.

Purpose of module

This module does not analyse the causes of stress but looks at how to promote inner peace. When we experience tranquillity we find that we are better able to cope with problems, and the anxiety, fear, worry, guilt and illness they might cause.

By practising peacefulness, we can develop the 'habit' of peacefulness, and by being peaceful we are more able to access other positive resources or qualities within the self and develop our own wellbeing.

We know on some level that if we are peaceful in ourselves, then those around us calm down and become more relaxed. This has a positive impact on colleagues, patients, family and friends and, in turn, generates an atmosphere of peace that ripples outwards and benefits everyone.

Introduction to the *Peace* module

The exercises in this module give simple yet powerful ways to rediscover our inner peace. For those who are skilled at being peaceful they will provide an opportunity to build on or add to those skills. If this is a new area for some or all participants, it will provide a place to start and to experiment with discovering an inner sense of peace.

Whatever an individual's level of 'skill' and competence, the ability to be peaceful can be practised anywhere and at any time (at home, in the garden, on the tube or bus, while washing up!). The more we can make this an integral part of ourselves, the more it can positively affect the way we live, work and interact with others.

Themes of Exercises

The meaning of peace (2.1)

Peace can mean many things to different people. For some, peace may be defined by the absence of stress in their lives. On a bigger level, it may be a political state when there is absence of war. Remembering peaceful moments is a good start to re-create feelings of inner peace and to consider what peace means to us. Do we only discover peace in certain places and with particular people? Do certain environments encourage us to be peaceful, like listening to natural sounds or music? What is the essence of that peacefulness? By reflecting upon and understanding the meaning of peace for ourselves, and when and where it occurs, we can start to create new peaceful situations for ourselves. This is not easy in the busy lives we all live, but just to have the intention to find peace is a significant step on the journey.

Practising peace (2.2, 2.3, 2.9, 2.10)

The first step to finding peace may be to stop; just physically stopping what we are doing can create moments in our day when we can take a break and sit still in a relaxed way. It can be anywhere, preferably somewhere quiet. Techniques of muscle relaxation, tensing and relaxing muscle groups in turn, can help us to achieve a deep level of physical relaxation and help us to experience peacefulness.

However, the real challenge is to quieten our minds. Sometimes we do stop physically; we sit down and look forward to a rest. Our body stops and begins to relax, but our mind does not. It races, still thinking about what there is to do, or worrying about what hasn't yet been done. Our thoughts jump about from one subject to the next with worries about the past and concerns about the future. These thoughts may provoke anxieties, fears and strong emotions such as anger, guilt, jealousy and attachments.

We need to learn to still the mind and slow these thoughts down; allow them to be there but not hold centre stage. Observing our thoughts is a technique which we can use to connect mind and body; as the body relaxes so does the mind, and vice versa. By relaxing the body first, we can turn our attention to our thoughts, watch them, slow them down, and begin to focus on the silence in between our thoughts. We also have a choice of what thoughts we have, so we can begin to choose and to introduce peaceful thoughts. These thoughts will begin to resonate with our inner nature of peace, and so we will begin to experience our true selves.

Peace in action (2.4)

It is not only through *inaction* that we experience peace. Peace can occur from different kinds of activity; this gives us the potential for experiencing it as part of carrying out our everyday lives. For some, feelings of peace can arise from deep concentration – being absorbed in an activity like gardening, painting or writing. For others, it may arise from watching others in action, for example, watching a football match, or from watching nature, for example, a waterfall, a river flowing or clouds moving across a sky. Peacefulness can come from high levels of physical exertion, like running or repetitive exercise, where we seem to transcend the physical and reach a place of quietness within. It can also come from relaxing activity, like walking along a beach or rocking a baby.

An important factor is the intention or ‘mindset’ we have before we embark upon a task or activity. For example, if we feel stressed and hurried we may find washing up or cooking a meal an unwanted, additional burden which we will undertake in a stressed and hurried way. If we decide to use the same activities as a way of taking time out for reflection, we might find ourselves enjoying a sense of peace and of ‘time standing still’ in the middle of a busy day.

Peaceful listening (2.6)

By feeling stable, peaceful and internally strong, we can give more focused attention to others. When others realise they are being listened to, their anxiety and angst gradually transform. On the other hand, listening in a half-hearted, hurried or anxious way inhibits good communication and, therefore, the possibility of such transformation.

For those of us in contact with patients or clients, it is useful to consider the effect of our listening to them in silence. This deep listening stems from being peaceful within and demands that we listen with our full attention, if possible without interruption, comments, noises or facial expressions, all of which can influence or detract from the person expressing their feelings and telling their story in their own way. Peaceful listening involves being curious, if necessary making gentle enquiries through open-ended questions, rather than questions which elicit only a ‘Yes’ or ‘No’. Above all, it means listening with an open heart by having an open posture, a receptive and calm expression, and a kind, non-judgmental attitude.

Peaceful listening can make us empathic witnesses to our patients’ stories and, at the same time, enable us to remain relaxed. We can contemplate how much of the placebo effect may be attributable to this.

Peace at work (2.5, 2.7, 2.8, 2.11)

Imagine applying the same attitude of peacefulness in our work environment and interactions with colleagues. There are many ways in which we can do this, through our own behaviour and the way in which we organise our workplace.

By functioning from a peaceful state we are able to create and sustain meaningful interactions with all those we work with and relate to. It is almost as though people 'try harder' (paradoxically using less effort) when they know that they are working from the best part of themselves – their *real* selves.

Finding peacefulness will lead to positive changes at work, for example:

- arriving at a meeting composed, having walked rather than run there
- taking a few moments to relax between meetings or patient consultations, in order to bring our full attention to listening
- discussions with colleagues, rather than arguments, about improving practice.

As well as creating a peaceful state within, it is important to bring a sense of peace into our work surroundings; in this way, 'outer' can reflect and enhance 'inner'. We can do this by clearing clutter and finding ways of creating a sense of space. We can also choose plants, pictures, colours, sounds and furnishings which contribute to a sense of calm and well-being.

2 The Facilitator's Guide to Module 2

Session I: Being peaceful

Aims

- To experiment with and compare the effects of several methods of relaxation and achieving a state of peace
- To give participants different experiences of peacefulness, in action and at rest
- To create an image of peace at work

Process

In this session participants explore what peace means to them as individuals and effective ways of achieving a peaceful state. They begin by reflecting on a time when they felt peaceful in order to consider the meaning of peace. Two further exercises allow them to experience peacefulness by practising muscle relaxation and breathing, followed by focusing on silence, and to evaluate and compare the effects of these techniques on their body, thoughts and feelings. A playful exercise in teams allows participants to discover peace through action, both as actors and as observers. A visualisation of a peaceful day at work provides the stimulus for a creative exercise in which participants represent their vision through words, art or movement.

Session II: Peace at work

Aims

- To experience and evaluate the practice of peaceful listening
- To explore ways of introducing peace into participants' practice and workplaces

Process

The session starts with a listening exercise in pairs which introduces the tool of peaceful listening, giving participants the opportunity to practise it and evaluate its benefits and effects. This is followed by a short, individual exercise to identify positive changes in the outer environment which might promote and reflect inner peace. After the break and session review, individuals move into action planning, focusing on changes they can make to create peace at work, and sharing and developing these further with other participants. The session concludes with meditation which encourages participants to create a lasting inner vision of peace.

Programme/plan for Module 2 *Peace*

<i>Introduction</i>		30 minutes
SESSION I	<i>Being peaceful</i>	
Exercise 2.1	The meaning of peace	25 minutes
Exercise 2.2	Practising peace – muscle relaxation and breathing	25 minutes
Exercise 2.3	Practising peace – becoming silent	30 minutes
<i>Movement exercise</i>		5 minutes
<i>Break</i>		20 minutes
Exercise 2.4	Discovering peace in action	35 minutes
Exercise 2.5	A peaceful day at work	40 minutes
<i>Lunch break</i>		
SESSION II	<i>Peace at work</i>	
Exercise 2.6	Discovering peace at work	60 minutes
Exercise 2.7	Outer reflects inner	10 minutes
<i>Movement exercise</i>		5 minutes
<i>Break</i>		15 minutes
<i>Session review</i>		10 minutes
<i>Action planning</i>		
Exercise 2.8	Designing peace	30 minutes
<i>Evaluation</i>		10 minutes
<i>Closure</i>		
Exercise 2.9	A peaceful anchor	10 minutes
Total time		6 hours

Follow-on/homework

Exercise 2.10	A peaceful image	10 minutes
Exercise 2.11	Valuing your ability to be peaceful at work	25 minutes

Materials



- Pens and paper
- Flipchart and marker pens
- CD player/tape recorder (optional)

Session I

- Worksheet 2.2 Exploring muscle relaxation and breathing
- Worksheet 2.3 Exploring focus on becoming silent
- CD track no. 3 Practising peace through muscle relaxation and breathing*
- CD track no. 4 Practising peace through becoming silent*
- CD track no. 5 A peaceful day at work*
- Creative materials, eg magazines, coloured paper, paints, clay

Session II

- Worksheet 2.6 (A) A dialogue on peace
- Worksheet 2.6 (B) Listening as a spiritual tool
- CD track no. 6 A peaceful anchor*
- Pinboard and pins or Blu-tack to display work

Follow-on/ homework

- Coloured pencils/pens

**or relaxing background music*

Preparation

- 1 Read the introductory notes at the beginning of the session/s so that you are familiar with the way in which the theme is being introduced and explored. Review the list of references and resources for this module in **Part 5: Additional Resources** and reflect on your own experiences.
- 2 Familiarise yourself with the main learning tools which are being used in the session (see **Part 4: Spiritual Tools**).
- 3 Read through the session guidelines and look at the suggested session programme which will incorporate:
 - Session introduction
 - Exercises
 - Movement breaks
 - Breaks

- Session review
- Action planning
- Evaluation
- Closure

Plan each part of the session and timings in detail, using the session notes, **Part 2: Guidance for Facilitators** and the optional exercises in **Part 5: Additional Resources** for more detailed suggestions.

- 4 Photocopy any handouts and exercise sheets, and make sure that you have any other equipment listed under *Materials*.

3 Introducing the Module



30 minutes

Run through your planned introductory session which may include:

Quiet time

Introductions/optional warm-up exercise

Overview of session

- Theme of session
- Aims and learning outcomes
- Programme/plan for the session
- Practical considerations
- Any questions

Setting the tone

- Ground rules/principles
- Participants' expectations

Review of last session/homework

See **Part 2: Guidance for Facilitators** for further guidance on introducing the session.

4 The Exercises

Session I: Being peaceful

Exercise 2.1

The meaning of peace



Process:

Reflection



25 minutes

Learning outcomes

At the end of this exercise participants should be able to:

- ✓ recount an experience of peace
- ✓ identify different meanings of peace which people may have
- ✓ recognise that they have an inner resource of peace.

Materials



- Paper and pens
- Flipchart and marker pens

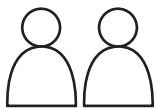
Facilitating the exercise



I Ask participants to get into pairs and hand out paper and pens. Invite them to do the following, working individually for the first part:

“ Sit quietly and reflect for a few minutes on what it is like to feel really peaceful. You may wish to recall a time when you had a moment of peace, or you can use your imagination to think of a peaceful place. Write down what peace means to you, including what you recalled or imagined peace to be. Circle the words in your account that best capture the essence of peace for you.”

Allow 5 minutes.



- 2 Ask participants to share briefly their words/meaning of peace with their partner, taking it in turns to speak.
Allow 10 minutes, prompting pairs to change talking/listening roles after 5 minutes.

Feedback 10 minutes



Gather everyone back into the main group and spend the remaining time facilitating feedback:

- Ask the group for words associated with feeling peaceful. Make a note of them on a flipchart. Mark the ones that several people bring up.
- Lead a discussion on what peace is.
- Aim for the group to acknowledge that peace can mean many things to many people. However, everyone has some access to an inner resource of peace, which they will focus on recapturing in this session.

Helpful hints

Individual lists can be used in the *Session review* at the end of the module to help participants remind themselves what peacefulness means for them.

Exercise 2.2

Practising peace – muscle relaxation and breathing



Process:

Muscle relaxation, breathing
and reflection



25 minutes

Learning outcomes

At the end of this exercise participants should be able to:

- ✓ experience a relaxed and peaceful state through the use of muscle relaxation and breathing
- ✓ identify the effects of muscle relaxation on their own body, thoughts, emotions and felt sense of peacefulness
- ✓ appraise the potential benefits of using muscle relaxation as a way of experiencing peace.

Materials



- Worksheet 2.2 Exploring muscle relaxation and breathing
- CD track no. 3 Practising peace through muscle relaxation and breathing (or relaxing background music)
- CD player/tape recorder (optional)

Facilitating the exercise

1 Introduce the next exercise in the following way:

“Some people experience being peaceful while engaged in activity, others prefer to take some time out. This is the first of a series of exercises which ask you to experiment with ways of experiencing peace. You may already know them but not necessarily be using them. Much of the work is in observing and comparing your own responses to each exercise, and then considering how you might best use the techniques in everyday life.”

2 Use **CD track no. 3 Practising peace through muscle relaxation and breathing** which contains a simple physical relaxation exercise. Alternatively, you can speak the following commentary, playing background music if you wish. Speak in a clear, gentle voice, pausing at ellipses (...) to give time for relaxation. You may have a relaxation exercise of your own that you would prefer to use. Your choice may be influenced by the size of the group and room, and by participants' experience of this relaxation method.

“Sit comfortably... uncross your legs and feel your feet on the floor... rest your hands on your lap so your shoulders feel relaxed... feel your bottom on the seat... and your spine nice and straight... as if a string is holding your head up from the crown...”

Begin by being aware of how your body is feeling now... start by focusing your attention on your right hand... clench your fist as tightly as you can... hold for a count of three and let go... do the same with the left hand... tighten and hold for three and let go... try to compare how it feels between holding yourself tight and relaxing... repeat, clenching the right hand and letting go... then the left... now tighten the whole right arm, bending it at the elbow... hold and count to three... and let go... do the same on the left side... bend, tighten, count to three and relax... compare how it feels again between tension and relaxation.

Now focus your attention on your right foot... tighten all your muscles for a moment... hold for three, and then relax them... let them stay relaxed... do the same on the left... tighten, hold for three... relax.

Now become aware of your whole right leg... tighten the muscles for a count of three... and then relax them... do the same on the left... tense for a count of three and let go... get a sense of how your arms and legs feel now.

Do the same with the stomach muscles... tense for three and relax... Next lift your shoulders and tense right through from shoulders to hands... hold for three... and relax... Repeat, lifting your shoulders and tensing through from shoulders to hands...hold a bit longer for five seconds if you can, and relax... feel the difference in your shoulders, as this is where we hold a lot of tension.

Finally, to tighten the face muscles, close your eyes tight and clench your teeth... hold for three and relax... once more tense, count to five... and relax. Sit for a few moments and feel how your body is now.

Pause for one minute before continuing:

Again, sit comfortably with your feet on the ground, hands on your lap, and a straight spine... this time the focus is on your breathing. Observe your breath... with your mouth closed you can probably notice the air flowing in and out through your nostrils... just watch it gently... as it finds its own rate... in... and out... keep your attention on your breathing... and relax... slowly in... and out... a relaxed breath comes from the abdomen... so as you breathe in, the abdomen gently rises... and as you breathe out it slowly falls... you can put your hands across your stomach to feel your abdomen rising and falling... so watch your breath... try not to force it... in... and out... at its own rate.

As you breathe out you can let go of any tension... breathe out... let go of tension... and now breathe in... saying to yourself, 'I am breathing in peace'... let out tension... breathe in peace.

Pause for up to a minute.

When you are ready, become aware of your body sitting on the chair... feel your feet on the ground... deepen your breathing... and in your own time, open your eyes.”

- 3** After the relaxation, ask people to stretch, rub their hands together, shake themselves gently, walk or jump up and down. All these are ways to make sure people are fully awake.



- 4** Distribute **Worksheet 2.2 Exploring muscle relaxation and breathing** and ask participants to spend a few minutes recording their impressions quickly, using the questions on the sheet as prompts. As soon as they have finished, move on to the next exercise in practising peace.

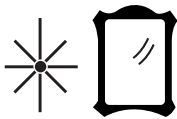
Helpful hints For beginners in a small group, it may be best to facilitate physical relaxation in a comfortable space where they can lie down (if so, you will need to make minor amendments to the introductory text). With a larger group you can still do the exercise with people sitting in their seats. Encourage participants to sit upright, with their backs against the backs of their chairs if they need support.

People may be drowsy after experiencing deep relaxation. Try to be sensitive to participants who may be lingering in their experience, which could have touched them at a deep level. Be respectful of this and gently encourage them to record their experiences.

You will find a longer relaxation exercise in **Part 5: Additional Resources Section 3 Movement exercises**, together with some more detailed guidance on muscle relaxation. There is an accompanying CD track on the CD (**CD track no. 23 Long muscle relaxation**).

Exercise 2.3

Practising peace – becoming silent



Process:

Meditation and reflection



30 minutes

Learning outcomes

At the end of this exercise participants should be able to:

- ✓ experience a relaxed and peaceful state through becoming silent
- ✓ identify the effects of becoming silent on the body, thoughts, emotions and felt sense of peacefulness
- ✓ appraise the potential benefits of becoming silent as a way of experiencing peace
- ✓ compare the effects and benefits with those of muscle relaxation and breathing.

Materials



- Worksheet 2.3 Exploring focus on becoming silent
- CD track no. 4 Practising peace through becoming silent
- CD player/tape recorder (optional)

Facilitating the exercise

- I Play **CD track no. 4 Practising peace through becoming silent**. Alternatively, read out the following text, using a soft, gentle voice and pausing at ellipses (...) in order to allow participants to follow you into a relaxed state.

“Sit comfortably on your seat... allow the body to relax. Let your feet rest on the floor and your hands rest on your lap. Focus your awareness on your body and breathing... notice your breathing and follow the flow of your breath. Observe your breathing... follow its rhythm as it slows down... you can close your eyes or keep them open.

Your thoughts may wander... thoughts from the past... concerns about the future. Let them go... Try not to analyse or sort out problems... instead, focus on the spaces between thoughts, before thoughts, after thoughts or beyond thoughts – find the stillness and peace that is there...

As you do so, say the following to yourself silently: I notice many thoughts and feelings arising in my mind. I turn these thoughts away from things of the outside world and focus on thoughts of peace. All the other thoughts and ideas I leave behind... I let them go... Gradually my thoughts begin to slow down and I sense that within me there is peace... I simply create the thought: 'I am a peaceful being'.

As I create this simple thought, then the feeling arises... and I am drawn towards that feeling of peace... even though thoughts may come to distract me, I acknowledge them and I am aware of what they may be telling me about myself... I accept them... but I don't dwell on them... I allow them to come, I acknowledge the feelings they bring, and then I bring myself back to that one thought: 'I am a peaceful being'.

As I do this and my thoughts begin to slow down I experience a state of rest – of stillness – of calm within my mind. As I become absorbed in this experience of peace I realise that I am peace. Once again I focus on this one thought and experience it for as long as I can...

Now, in your own time, bring your attention back into the group and this room. Gently move your hands and feet.”



- 2 Distribute **Worksheet 2.3 Exploring focus on becoming silent** and allow a few moments for participants to briefly record their impressions, using the questions on the worksheet as prompts. Ask them to consider the final question, comparing the effects with the previous exercise on muscle relaxation and breathing, and to jot down some notes before moving into feedback.

Feedback
10 minutes



Invite participants to share their experiences of Exercises 2.2 and 2.3, comparing the effects of both techniques of practising peace on mind, body and emotions.



Movement exercise



5 minutes



Break



20 minutes

Exercise 2.4

Discovering peace in action



Process:

Play



35 minutes

Learning outcomes

At the end of this exercise participants should be able to:

- ✓ experience and compare the effects of different kinds of action on thoughts and feelings, both as observer and participant
- ✓ evaluate the potential of achieving a peaceful state while engaged in different kinds of action.

Facilitating the exercise



- 1 Ask participants to form two groups, Groups 1 and 2, sitting facing each other on either side of the room.
- 2 Run through the exercise as follows:
 - One group will be asked to mime or act out several actions whilst the other group observes.
 - Those who are acting should keep words or sounds to a minimum as much as possible.
 - The aim is for those acting to notice what happens in their minds whilst in the action and after the act, and for the observers to notice the effects of observing the act.
 - This is a playful, self-discovery exercise, not an exercise in acting ability!
- 3 Ask Group 1 to mime the actions listed below (give them one topic at a time without being overheard by Group 2), and to observe the activity in their minds during and after the action. Ask Group 2 to observe the actors, reminding them to notice

the effects of each activity they observe on their own thoughts and feelings. Allow 1–2 minutes for each activity.

- *Going round a busy supermarket doing the family shopping.*
- *Painting a picture of a beautiful landscape.*
- *Changing a bed.*
- *Sitting by a waterfall or river, observing the flow of the water.*

4 When Group 1 has completed all four actions, ask them how it felt to do them. What effects did each have on their thoughts, concentration and feelings? Which one was the most calming, which was the most stimulating? Which required the most concentration? Ask Group 2 the same questions from their perspective as observers.

5 Invite the groups to switch roles and take Group 2 through the following activities, one at a time, again allowing 1–2 minutes for each.

- *Cooking a big family meal in the kitchen.*
- *Watching a televised sports championship while the country you support is playing!*
- *Using an exercise bike or treadmill at the gym.*
- *Sitting on a bench in a quiet garden on a summer's day.*

6 Ask Group 2 how it felt to do these exercises. What effects did each have on their thoughts, concentration and feelings? Which one was the most calming? Which was the most stimulating? Which required the most concentration? Ask Group 1 the same questions from their perspective as observers.

Feedback 10 minutes



1 Ask the groups to share whether it felt more peaceful to observe or to act.

2 For the remaining time invite the group to explore:

- whether there are any activities they do at work or at home which give them a sense of peace
- to what extent it might be possible to experience a relaxed and peaceful state while engaged in different kinds of home- or work-related activities.

Helpful hints The aim is for each individual to discover what kinds of activity give them most peace. When we are aware of our own experiences of peace, whether in action or at rest, we can plan our activity to maximise this potential. The reflective activity (river or garden) is actually the most challenging as it will invite unwanted thoughts to wander through the mind. People may find differences in the effect of activities which are highly absorbing (eg painting) or physical (eg changing a bed) or repetitive (eg jogging, washing dishes). (It is possible that having worked on being peaceful in the preceding exercises, some individuals are at peace whatever the activity they partake in!)

You may find it useful to discuss the importance of intention, ie how you approach an activity, and its effect on peacefulness (see **Background Reading** paper for more information).

Exercise 2.5

A peaceful day at work



Process:

Visualisation and creativity



40 minutes

Learning outcomes

At the end of this exercise participants should be able to:

- ✓ develop a vision of a preferred peaceful working environment
- ✓ express this vision through writing, art or movement.

Materials



- CD track no. 5 A peaceful day at work (or relaxing background music)
- CD player/tape recorder (optional)
- Some creative materials, eg magazines, coloured paper, paints, clay

Facilitating the exercise

1 **Part A: Visualisation** (10 minutes)

Tell participants that they are about to take part in a visualisation exercise.

“While you listen in this part of the exercise, relax, think about the themes and see what comes up in your mind’s eye... what it feels like ...how it affects you ... Visualise from your heart, allow your inner world to communicate to yourself, create something new, something fresh for the future.”

2 Play CD track no. 5 A peaceful day at work, or read through the following visualisation. Again, use a gentle, voice, pausing at ellipses (...):

“ Sit comfortably in your chair and take a few deep breaths. Focus your awareness on your breathing and then on your thoughts. Remember a time when you felt optimistic and secure about yourself... a time when you felt positive and inspired, when you were happy and content. Get a sense of being at peace with yourself. Breathe in that experience and let it reach every cell in your body. The feeling of peace... of balance... makes you feel stronger and more confident. You feel able to go through situations with greater ease.

Imagine you have a whole week at work where everything flows well. Whatever situation comes along it is easy for you to handle. You feel at peace with yourself for the whole week.

Now imagine just one of the days in the middle of that great week and that day goes so well. How do you feel waking up in the morning? Where are you...? What time is it...? What are the sounds around you...? What are your surroundings like...? What are you aware of around you...?

You go to work and everything goes well... What do you see yourself doing throughout the morning and the afternoon...? How do you see and hear your interactions with others... what words are you using? How does this make you feel...?

You also have plenty of time to do something else... Do you go for a walk, meet a friend or are you enjoying your own company...? How does this make you feel...?

See yourself going home feeling good... and find time to talk and relax... and as the end of the day approaches, allow yourself time to reflect on how much you enjoyed the day... As you go to sleep, what is your last thought?

In your own time, begin to move your hands and feet and become aware of the room you are in.”

Part B: Creative expression of a peaceful day (20 minutes)



- I Ask people to sit quietly for a few minutes and reflect on their experience and how they could express it. Give them the following choices:
 - in words, writing down insights, ideas or writing a poem
 - using creative materials, eg painting, creating a collage, using clay or sand

- as a mime or dance which could be shared with a partner or performed to the group.

2 Provide people with their chosen materials and allow them to work on their vision individually for 20 minutes.

Feedback
10 minutes

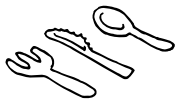


1 Share the creative outcomes of the exercise in whatever way is appropriate.

2 Gently, begin a discussion on what people felt while being peaceful and creative.

Helpful hints

For information and ideas on using creativity as a spiritual learning tool, see **Part 4: Spiritual Tools**.



Lunch break

Session II: Peace at work

Exercise 2.6

Discovering peace at work



Process:

Peaceful listening



60 minutes

Learning outcomes

At the end of this exercise participants should be able to:

A

- ✓ describe their own and others' images of peace at work
- ✓ identify some ways of increasing peacefulness at work

B

- ✓ utilise the tool of peaceful listening as a way of eliciting another's feelings and interests
- ✓ identify what they learned about themselves and how this may be incorporated into their practice.

Materials



- Worksheet 2.6(A) A dialogue on peace
- Worksheet 2.6(B) Listening as a spiritual tool
- Flipchart and marker pens

Facilitating the exercise

This listening exercise is a good opportunity for each person to be heard as well as being a 'peaceful' listener. Refer to the tool of listening in **Part 4: Spiritual Tools** before doing this exercise and encourage the group to practise listening in the manner outlined.

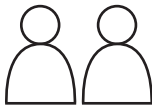
1 Explain to the group that this exercise is in two parts: part A begins with an exploration of peace at work and part B explores listening as a spiritual tool.

2 Run through the main features of peaceful listening as follows:

“To be a peaceful listener:

- be peaceful within, calming the mind in order to listen deeply
- listen with your heart by keeping an open posture, a receptive and calm expression, and a kind, non-judgmental attitude
- listen with your full attention
- only if the person finds it difficult to speak, be curious, encouraging them by making gentle, open-ended enquiries
- be aware that interruptions (making comments, noises or facial expressions) are not necessary; sometimes they can influence or detract from the person expressing their feelings or telling their story in their own way.”

Part A: A dialogue on peace (20 minutes)



1 Encourage people to pair up with someone they do not know well. Give out **Worksheet 2.6(A) A dialogue on peace for the interview questions. Ask each pair to begin to fill in the sheet for their partner, as follows:**

“Choose someone you do not know well as a partner.

Ask each other in turn the questions in **Part 1** of **Worksheet 2.6(A) A dialogue on peace**. Be peaceful inside as you ask the questions.

Listen to your partner carefully – practise peaceful listening and be very curious about their answers. Allow each person 5 minutes to speak.”

Allow 10 minutes in total, prompting pairs to switch roles half way through. At the end of this time, ask everyone to spend a minute of quiet time before moving on.

2 Invite pairs to move on to Part 2 of the same worksheet, as follows:

“Now go on to ask the questions in **Part 2** of **Worksheet 2.6(A) A dialogue on peace** and note down your partner’s 3 wishes. Allow 5 minutes for each person to speak.”

Allow 10 minutes in total, prompting pairs to switch roles halfway through. At the end of this time, move everyone into feedback.

Feedback
10 minutes



Ask some of the group to feed back their partner's view of peace at work. Ask them if any shared themes came up in their discussions. Are there any themes in their 3 wishes? Let the group discuss this and record any workable suggestions to return to in *Action Planning* later on in the session.



Part B: Listening as a spiritual tool (15 minutes)

- 1 Give out **Worksheet 2.6(B) Listening as a spiritual tool** and ask each pair to join another pair to make a group of four.
- 2 Invite each group to reflect on and discuss the questions on the sheet. Remind them to keep practising their peaceful listening skills in the larger group.

Feedback
10 minutes



You may want to ask people what enabled them to be good listeners and what they learned about themselves that they will incorporate it into their practice. Record any suggestions for *Action Planning* later in the session.

Exercise 2.7

Outer reflects inner



Process:

Reflection



10 minutes

Learning outcomes

At the end of this exercise participants should be able to:

- ✓ recognise ways in which the physical environment can help to promote a peaceful state
- ✓ identify a change that they can initiate to make their work or home environment more peaceful.

Materials



- Paper and pens
- Pre-prepared flipchart with the following question written on it: *'What would make my home or workplace a more peaceful place?'*
and marker pen

Facilitating the exercise



1 Invite participants to work individually on the following short task:

“Ask yourself the question, ‘What would make my home or workplace a more peaceful place?’

Choose one or two things you can do. It may be something simple like bringing in a plant or changing a picture. Or you may want to make a more radical change such as rearranging furniture or decorating a room. It may be about clearing up old newspapers or some other type of clutter. You may sense within yourself what is needed. By improving your environment you will help yourself to be more peaceful. You can make changes in your environment that will make your surroundings more peaceful and this will encourage an inward change. They are not separate, as the outer reflects the inner. You may have come to that decision because of inner reflection or just because you are more aware of your environment. It does not matter what came first; improving your environment will encourage you on your path to peace.”

2 Ask everyone to write down one change they will make to create a more peaceful environment either at work or at home.

Allow 5 minutes in total before moving into feedback.

Feedback



Use the remaining time to ask each person in the group to read out their action point and write it on the pre-prepared flipchart under the heading question.

Helpful hints

The intention of this exercise is to help people be more aware of their surroundings and see what ways they can improve it to support themselves as peaceful beings.

See the **Background Reading** paper for more information.



Movement exercise



5 minutes



Break



15 minutes

5 Session Review



10 minutes

Guidance notes

- 1 Briefly review the session by displaying the session aims, learning outcomes and session programme. Remind participants of the activities they have undertaken.
 - 2 Pick out any highlights, referring to materials that participants have produced and which you have displayed.

“Having come to the end of the session, you will find that you have looked at your ideas of peace and created a vision of peace and how that can be applied at work. You have experienced what it is like to be peaceful, improved your listening skills and been creative and reflective. You can use some of these in the action planning exercise which follows.”
 - 3 Hand out the **Background Reading** paper for participants to take away, pointing out any references and resources for this module, should they wish to explore the theme in more depth.
- See **Part 2: Guidance for Facilitators** for further guidance.

6 Action Planning

See **Part 2: Guidance for Facilitators** and **Part 5: Additional Resources** for information and guidance on action planning. Below is a suggested action planning exercise which will help participants to build on some of the ideas they have generated in the previous exercises.

Exercise 2.8

Designing peace



Process:

Reflection and sharing



30 minutes

Learning outcome

At the end of this exercise participants should be able to:

- ✓ make an action plan for creating peace in the workplace.

Materials



- Paper/cards and pens
- Action planning *pro formas* (optional – see **Part 5: Additional Resources**)

Facilitating the exercise

So far, participants have shared ideas about what it means to be peaceful, practised peaceful listening and developed their own personal vision of peace at work. The final exercise involves planning some actions based on these experiences and insights.

I Introduce the action planning as follows:

“This next exercise is in three parts. You will have time to record your own, personal reflections on peace, develop some individual action plans, and share and develop these with other people.”

Part A: Individual planning (10 minutes)



1 Ask participants to sit with a partner, but to work individually on the first part of this exercise. Introduce it as follows:

“Take a few minutes to quietly reflect on your peaceful vision at work. Think about the different ways you can make that vision a reality. Then select the **smallest thing** you can do that will put you on the path to that vision. For example, it might involve a change in your own behaviour; using peaceful listening as a work-based skill, or making a change to your work environment.

Then choose another small action you could follow it up with.

For each action, try to identify a time when you have been successful in doing this kind of action before. Think of something **real** and something **achievable**.

Ask yourself: does it match with what interests you about peace?

You are creating your personal action plan, a kind of pledge to yourself.

Allow yourself at least 5 minutes to think about it and write your personal action plan.”

2 After 5 minutes, move on to the next part of the exercise.



Part B: Sharing with partner (10 minutes)

1 Ask each pair to work together, as follows:

“Now, share your thoughts with your partner. You may want to put the final touches to the plan – such as when and where? Who needs to know that you intend to do this? Is there any modification required to your plan to reflect your personal enthusiasm?

It is important for you to have a vision that is so compelling you will be eager to make it happen and enjoy the results.”

Allow 10 minutes in total, prompting pairs to switch roles half way through.

2 After 10 minutes, move everyone into the final stage of the exercise.



Part C: Sharing with more people (10 minutes)

1 Introduce the last part of the exercise as follows:

“The sharing of your ideas can either be done in pairs or simply walking around a room and exchanging ideas with the people you meet. Pick one or two of your actions and tell the person. For example:


- 'I plan to sit quietly at my desk each day before starting work.'
- 'I plan to walk in the park during my lunch break.'
- 'I am going to smile more.'

Share your plans with as many people as you can, one at a time.”

2 After a few minutes sharing, ask participants to copy on card or paper each action, and pin that onto a board for the group to share and read. In this way, the group can see how far they have come in developing ways of being more peaceful in work situations.

Helpful hints If you are running this exercise with a work team, begin with individual planning and then invite people to pool their individual commitments, developing some of the common themes into a team action plan.

7 Evaluation

 10 minutes



Materials

- Copies of evaluation *pro forma* (if being used)
- Pens

Guidance notes

Run through your planned evaluation activity (see **Part 2: Guidance for Facilitators** and **Part 5: Additional Resources** for information and guidance on evaluation).

As an alternative or additional activity, you may also want to give out a more formal evaluation form at this point for participants to complete now or return by a given date.

Remember to plan in some time as soon as possible after the session to complete your own evaluation of how you think the session went.

8 Closure

Lead the group in your planned closure activity (see **Part 2: Guidance for Facilitators** and **Part 5: Additional Resources** for information and guidance on closures), or use the suggested activity below:

Exercise 2.9

A peaceful anchor



Process:

Visualisation



10 minutes

Learning outcome

At the end of this exercise participants should be able to:

- ✓ create a lasting image of peace through visualisation.

Materials



- CD track no. 6 A peaceful anchor (or relaxing background music)
- CD player/tape recorder (optional)

Facilitating the exercise

- I Ask participants to sit quietly, again with the purpose of feeling peaceful. They may become aware of their thoughts as they are doing this. Play **CD track no. 6 A peaceful anchor** or read the following guidelines, playing background music if you wish. Pause at ellipses (...) to give time for visualisation.

“ Sit comfortably on your chair, legs uncrossed, and allow the body to relax. Let your feet rest on the floor and your hands rest on your lap. Sit in silence for a while... you may become aware of your thoughts... just let them pass... **(pause for 10 seconds)**.

Turn the focus of your thinking to your breath and just observe it. Your breathing is likely to follow its own rhythm, its own pattern... you may notice your breath calming down. Just observe the breath going in and coming out for one minute... and enjoy the peacefulness of this... **(pause for 30 seconds)**.

Now, turn your thoughts to your mind and start to consider what the term peace means to you... See the word peace and then allow an image that has been very peaceful for you, or which evokes peace for you, to come into your mind. This image may be anything you like: a scene in nature, or a calming person, or a place, or an event.

More than one image may go through your mind; choose one that carries the experience of calm or tranquillity with it. Focus on it until it becomes clear in your mind. You may prefer to focus on an image that carries a calming or peaceful sound with it, for example, a piece of music, the wind blowing through trees, ocean waves or a running stream.

Stay with your image or concept of peacefulness or calm. Observe your image and imagine you are really there with it. Stay there... this image is your anchor, and your aim is to stay with this picture as long as you are able. If thoughts about other situations, people or events come into your mind, simply turn your attention back to your image.

If thoughts are persistent or seem to intrude into your mind, gently but firmly guide your thinking back to your image, again and again. If this becomes difficult to do, take your attention back to your breath and observe your breathing. When you are ready, go back to your image. Even persistent and intrusive thoughts will eventually go.

Stay with your image for the next few moments... **(pause for 10 seconds)**.

When you ready, gently bring your attention back to the present moment... and back to your surroundings. Move your hands and feet and stretch a little.”

9 Follow-on/homework

Exercise 2.10

A peaceful image



Process:

Creativity



10 minutes

Learning outcome

At the end of this exercise participants should be able to:

- ✓ create an image that represents how they see themselves when they are being peaceful.

Materials



- Paper and coloured pens/pencils

Facilitating the exercise



Ask people to take a few minutes to write down or draw an image that represents how they see themselves when they are being peaceful. It might be a beautiful oak tree – tall, strong, with deep roots, yet flexible. For others, it might be a piece of fine china – seemingly delicate, almost translucent, and designed for strength. Some might see or hear themselves as a beautiful piece of music with flowing melodies and grand chords.

Some may wish to share their words or drawings with each other.

Exercise 2.11

Valuing your ability to be peaceful at work



Process:

Reflection and sharing in the group



25 minutes

Learning outcomes

At the end of this exercise participants should be able to:

- ✓ reflect on and evaluate what has been learned about being peaceful at work
- ✓ apply this learning to their practice and work setting.

Materials

- Flipchart and marker pens



Facilitating the exercise



1 Facilitate discussion and sharing among the whole group, focusing on the value of what has been learned and how this might be applied in their work. Some questions you may like to ask the whole group or put on a chart might include:

- *What is your view of being peaceful at work now?*
- *What will you do differently to allow yourself to be more at peace?*
- *What will you do differently to allow others to be more peaceful?*
- *In what ways do you think your workplace as a whole will benefit from what you will do differently?*
- *Did you meet others who shared the same ideas as you? What were these ideas? (You might wish to work on these further together at work or in a local group.)*
- *Were there other ideas you heard and liked?*
- *How could you sustain yourself and colleagues in being more peaceful at work?*

Worksheet 2.2

Exploring muscle relaxation and breathing

Observe what you experienced in your body and your mind and note it down. You may like to use the following questions as a guide:

What did you feel:

- *In the muscles of each limb?*
- *In the shoulders and back?*
- *In the face and scalp?*

Did you notice any effect on:

- *Your thinking or attitude?*
- *Your attention?*
- *Your emotions?*
- *Your felt sense of peacefulness?*

You may wish to compare how you feel now with how you were feeling before this exercise.

- *How long do you think any changes will last?*

Worksheet 2.3

Exploring focus on becoming silent

Observe what you experienced in your body and your mind and note it down. You may like to use the following questions as a guide:

What did you feel:

- *In the muscles of each limb?*
- *In the shoulders and back?*
- *In the face and scalp?*

Did you notice any effect on:

- *Your thinking or attitude?*
- *Your attention?*
- *Your emotions?*
- *Your felt sense of peacefulness?*

You may wish to compare how you feel now with how you were feeling before this exercise.

- *How long do you think any changes will last?*
- *Did you experience any differences in effects or benefits between muscle relaxation/breathing and becoming silent?*

Worksheet 2.6(A)

A dialogue on peace

To be a good listener you need to:

- be peaceful within, calming the mind in order to listen deeply
- listen with your heart by keeping an open posture, a receptive and calm expression, and a kind, non-judgmental attitude
- only if the person finds it difficult to speak, be curious, encouraging them by asking open-ended questions
- listen with your full attention. Be aware that interruptions (making comments, noises or facial expressions) are not necessary; sometimes they can influence or detract from the person expressing their feelings or influence them telling their story in their own way.

Part 1:

Interview, listen and share an interest in being peaceful.

Tell me about you and your work (a brief overview).

What attracts or interests you about a more peaceful working environment?

What image do you have of what a peaceful working environment means to you?

Part 2:

If you had three wishes to increase the peacefulness at work what would they be?

1

2

3

Worksheet 2.6(B)

Listening as a spiritual tool

Small group work

Each pair should link up with another pair so there is a group of four. In this group, reflect on and discuss the questions below. Ensure that each person has an opportunity to speak.

- 1 *How did it feel to interview your partner, asking open questions and being peaceful?*

- 2 *How did it feel to be interviewed and listened to in this way? Did you learn anything about yourself?*

- 3 *What did you like about your interaction with each other?*

- 4 *How effective was this way of listening in eliciting your partner's feelings and interests?*

- 5 *How might you use peaceful listening in your work?*