



HRD Corp Claimable Courses  
Programme No. : 10001488269

# TWO-DAY TRAINING PROGRAM: ENHANCING CORPORATE WELLBEING THROUGH MINDFULNESS AND PSYCHOLOGICAL FIRST AID

**DATE:  
18 & 19 DECEMBER 2024**

**VENUE:  
ROYALE CHULAN DAMANSARA**

**TIME:  
9.00 AM - 5.00 PM**

**UNLOCK THE POTENTIAL OF YOUR WORKPLACE WITH MINDFULNESS AND PSYCHOLOGICAL FIRST AID TRAINING!**

In today's fast-paced corporate environment, mental health challenges are becoming increasingly prevalent. This comprehensive two-day training program is specifically designed for corporate settings, equipping employees and leaders with essential skills in mindfulness and Psychological First Aid (PFA) to foster resilience, wellbeing, and a supportive work culture.

This comprehensive two-day training program ensures that participants not only gain valuable knowledge and skills but also contribute to creating a supportive and resilient organizational environment.

**JOIN US FOR THIS TRANSFORMATIVE TRAINING AND BECOME A CATALYST FOR POSITIVE CHANGE IN YOUR WORKPLACE!**



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## DAY 1: MINDFULNESS FOR RESILIENCE AND MENTAL WELLBEING

Participants will explore the principles of mindfulness and learn practical techniques to enhance personal resilience and mental wellbeing. This day focuses on integrating mindfulness into daily work routines, promoting stress reduction, and improving overall productivity.

Key Learning Outcomes:

- Understand the benefits of mindfulness.
- Develop practical mindfulness techniques.
- Learn strategies for a mindful workplace.

## DAY 2: PSYCHOLOGICAL FIRST AID (PFA) IN CORPORATE SETTINGS

This day covers the principles and importance of PFA, teaching core skills in empathy, active listening, and supportive communication. Participants will gain practical tools for recognizing signs of psychological distress and providing immediate support to colleagues in need.

Key Learning Outcomes:

- Understand the principles of PFA.
- Develop core skills in empathy and active listening.
- Learn techniques for managing crises and providing support.

## PROGRAM BENEFITS

For Organizations: Enhanced employee wellbeing, increased productivity, and a positive workplace culture.

For Leaders: Improved leadership skills, better crisis management, and stronger personal resilience.

This training program is based on guidelines and best practices from reputable international organizations such as the World Health Organization (WHO), International Federation of Red Cross and Red Crescent Societies (IFRC), and the National Child Traumatic Stress Network (NCTSN). By participating, you are ensuring that your organization adheres to globally recognized standards for mental health and wellbeing.

## WHO SHOULD ATTEND

Human resources personnel, appointed member of the safety and health committee and person in charge of OSH program.

## Inquiries on Registration :

- Malaysian Employers Federation
- [jerson@mef.org.my](mailto:jerson@mef.org.my); [musfirah@mef.org.my](mailto:musfirah@mef.org.my)
- 03-7498 7200

## Inquiries on Payment :

- Pertubuhan Ikatan Komuniti Selamat
- [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com)
- 019-226 7867



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### **PROGRAMME – DAY 1**

#### Mindfulness for Resilience and Mental Wellbeing

<b>Time</b>	<b>Training Content</b>
09:00 – 09:30	<ul style="list-style-type: none"> <li>• Registration and Welcome</li> <li>• Participants registration and introduction to the day's agenda</li> <li>• Ice-breaking session to create a relaxed environment</li> </ul>
09:30 – 10:30	<ul style="list-style-type: none"> <li>• Introduction to Mindfulness</li> <li>• Definition and history of mindfulness</li> <li>• Benefits of mindfulness for mental well-being and resilience</li> <li>• Case studies of mindfulness in corporate settings</li> </ul>
10:30 – 11:00	Coffee Break
11:00 – 12:30	<ul style="list-style-type: none"> <li>• Mindfulness Techniques</li> <li>• Guided mindfulness meditation session</li> <li>• Techniques for mindful breathing and body scan</li> <li>• Practice exercises and group discussions</li> </ul>
12:30 – 13:30	Lunch Break
13:30 – 15:00	<ul style="list-style-type: none"> <li>• Integrating Mindfulness into Daily Work Life</li> <li>• Strategies for incorporating mindfulness into work routines</li> <li>• Mindful communication and active listening</li> <li>• Creating a mindful workplace culture</li> </ul>
15:00 – 15:30	Coffee Break
15:30 – 16:30	<ul style="list-style-type: none"> <li>• Enhancing Resilience through Mindfulness</li> <li>• The role of mindfulness in stress reduction and resilience building</li> <li>• Practical exercise for building mental resilience</li> <li>• Personal resilience plan development</li> </ul>
16:30 – 17:00	<ul style="list-style-type: none"> <li>• Reflection and Q&amp;A</li> <li>• Participant reflections on the day's learning</li> <li>• Q&amp;A session and closing remarks</li> </ul>

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## PROGRAMME – DAY 2

### Psychological First Aid (PFA) in Corporate Settings

Time	Training Content
09:00 – 09:30	<ul style="list-style-type: none"> <li>Recap and Welcome</li> <li>Review of Day 1 and introduction to the day's agenda</li> </ul>
09:30 – 10:30	<ul style="list-style-type: none"> <li>Introduction to Psychological First Aid (PFA)</li> <li>Definition and importance of PFA in corporate settings</li> <li>Overview of mental health challenges in the workplace</li> <li>Goals and principles of PFA</li> </ul>
10:30 – 11:00	Coffee Break
11:00 – 12:30	<ul style="list-style-type: none"> <li>Recognizing Signs of Psychological Distress</li> <li>Common signs and symptoms of psychological distress</li> <li>How to identify colleagues in need of support &amp; the Do's and Don'ts</li> <li>Case studies and group discussions</li> </ul>
12:30 – 13:30	Lunch Break
13:30 – 15:00	<ul style="list-style-type: none"> <li>Core PFA Skills : Empathy and Active Listening</li> <li>Importance of empathy in PFA</li> <li>Techniques for active listening</li> <li>Things to avoid</li> <li>Role-playing exercises to practice empathy and active listening</li> </ul>
15:00 – 15:30	Coffee Break
15:30 – 16:30	<ul style="list-style-type: none"> <li>Communicating Supportively</li> <li>Effective communication strategies</li> <li>How to approach and talk to a colleague in distress</li> <li>Practical scenarios and group activities</li> </ul>
16:30 – 17:00	<ul style="list-style-type: none"> <li>Course Summary and Certification</li> <li>Summary of key takeaways</li> <li>Participants Q&amp;A</li> <li>Distribution of certificates</li> <li>Closing remarks</li> </ul>

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## SPEAKERS' PROFILE

### **Ko Teik Yen**

*Minfulness Practitioner/Clinical Hypnotherapist  
Founding Director  
Clinical Hypnotherapist & Mindfulness Therapist  
LCCH Pantai Therapy Centre Sdn Bhd  
Kuala Lumpur*

Mr Ko is a fully accredited Mindfulness Teacher to teach the UK Breathworks Mindfulness for Health and Mindfulness for Stress courses. He is also trained in the teaching of Mindfulness Based Cognitive Therapy (MBCT), Mindfulness Based Stress Reduction (MBSR) as well as certified to teach Mindfulness. b (Mindfulness in School Project, MiSP). He is also the teaching supervisor for the clinical research programme - Mindfulness in Epilepsy Project - at University Malaya Medical Centre.

Mr Ko is the Founding Director of Asia Mindfulness as well as the LCCH Therapy Centre at Pantai Hospital KL. He is also the author of the book, Parenting 2.0.

He had worked with clients between the ages of 14 - 70 from around the world including America, UK, France, Netherlands, Australia, China, Singapore, and of course Malaysia. Mr Ko had helped clients who suffer from depression, anxiety, and phobias. He had also worked with clients with long-term debilitating chronic pain, cancer survivors, as well as those who suffer from psychosomatic pain.

In his practice, he adopts an integrative approach based on his client's presenting symptoms, life stages, available resources, and personal styles and preferences. Hence, the treatment modalities that he used range from present-oriented therapies, such as sensory-somatic psychotherapy, as well as acceptance and mindfulness-based therapies; past-oriented therapies, such as ego-state therapy and inner child healing; and future-oriented therapies, such as solution-focused therapy and clinical hypnosis.

During the therapy, he will help to empower his clients/patients by helping them to develop necessary life skills such as self-awareness and mindfulness, emotional regulation, distress tolerance, and interpersonal effectiveness. This helps them not only learn to cope better with their symptoms, but also to have a fulfilling life.

Mr Ko practises the skills and techniques that he teaches to his clients from how to take care of us to better to how to live a satisfying and fulfilling life.

Ko Teik Yen can speak English, Mandarin, Malay, and Cantonese.

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## REGISTRATION



Registration Link :

<https://forms.office.com/r/LEesepQdRB>

## COURSE FEE

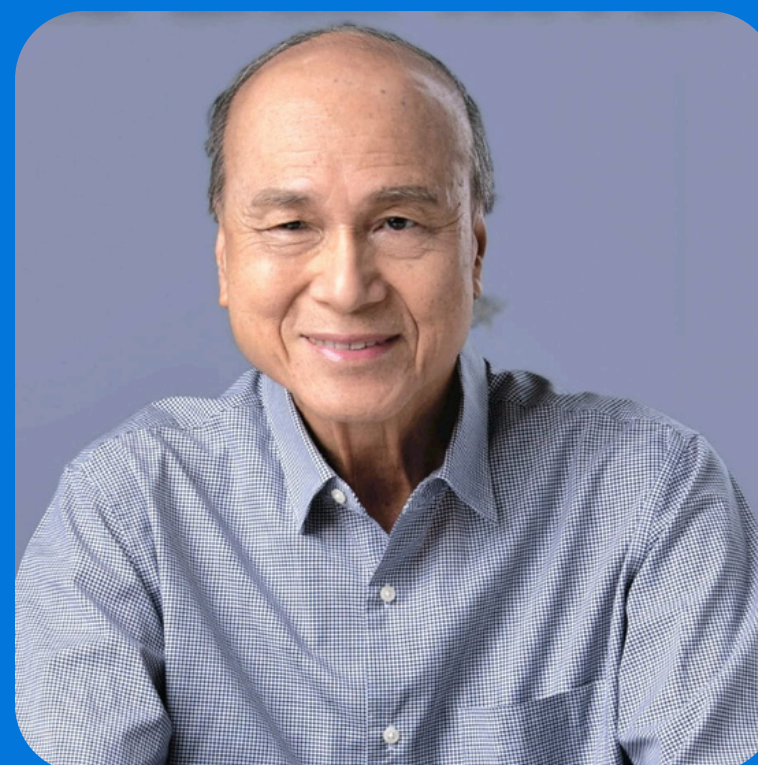
- HRDC Claimable : RM 1,800.00 per participant
- Non-HRDC Claimable : RM 1,700.00 per participant

## PAYMENT

- HRD Corp Claimable Courses Scheme; or
- Direct payment to : Pertubuhan Ikatan Komuniti Selamat
  - Bank Account No. : 3819507424
  - Public Bank Berhad
  - A copy of the transfer slip should be e-mailed to [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com)
- Any cancellations must be notified via email to Ms Musfirah at [musfirah@mef.org.my](mailto:musfirah@mef.org.my) or Ms Elize at [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com) at least 3 days prior to the session. Pertubuhan Ikatan Komuniti Selamat reserves the right to charge full fees for 'No Show'.

**"No health without  
mental health.**

**Take Charge of your  
mental health."**



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