

DAY 1: Personal Wellbeing Foundations

Facilitating Partner: EPIONE

Well-being Level: Personal

Target Group: NGO professionals, adult learners, educators, HR staff, caregivers

Total Duration: 6 hours (including breaks and lunch)

PURPOSE OF THE DAY

The purpose of Day 1 is to support participants in building a strong foundation of personal well-being by deepening their self-awareness, emotional understanding, and capacity for self-care. Drawing on the concepts introduced in the A1 learning texts at the individual level, this day focuses on translating core principles—such as psychohygiene, emotional regulation, resilience, and self-reflection—into practical, everyday practices.

Through a structured sequence of interactive sessions, participants are guided to explore their own well-being patterns, recognise stressors and personal resources, and develop strategies to maintain balance in their daily lives. The workshops emphasise experiential learning, enabling participants to actively engage with tools and techniques rather than only understanding them conceptually.

A central aim of the day is to empower individuals to take ownership of their well-being, strengthening their ability to respond constructively to challenges, manage emotions effectively, and cultivate sustainable habits that enhance their quality of life. By connecting personal insights with practical application, participants begin a learning journey that serves as the foundation for the subsequent focus on workplace and societal well-being.

10:00 – 10:30 | Welcome & Grounding- Opening Circle & Setting Intentions

Workshop Aim:

To ease participants into the workshop, foster trust, and establish a shared understanding of wellbeing as a personal journey.

Learning Objectives:

- Create a safe and welcoming space.
- Connect participants to the purpose of the day.
- Set personal intentions for learning and self-care.

Session Description:

- **Welcome & introductions** (name, one word to describe how they feel today).
- **Facilitator framing:** Explain that this day builds on the five wellbeing learning units, but with a focus on lived experience and practice.
- **Guided grounding meditation (5 min):** Breath awareness, arriving in the moment.
- **Intention setting:** Participants choose or write 1–2 personal goals for the day on intention cards.

Materials: Intention cards, pens, circle seating, speaker (soft background music).

Handouts: Intention cards (Available as printable pdf file)

Reflection Questions:

- What do I want to take away from today?
- What do I need most for my wellbeing right now?

Facilitator note:

Invite participants to choose 1-2 intentions that resonate or write their own. Place it in front of them as a gentle reminder during the day.

10:30 – 11:30 | Workshop 1: The Five Pillars of Psychohygiene

Workshop Aim:

To introduce psychohygiene as a foundation for maintaining mental and emotional health.

Learning Objectives:

- Understand the concept of psychohygiene.
- Recognize daily practices that support personal wellbeing.
- Identify one area for improvement in their own life.

Session Description:

- **Mini-story:** A young professional constantly multitasks and feels exhausted until small daily routines (like regular sleep, journaling, and movement) restore balance.
- **Facilitator input:** Brief overview of the five pillars (body care, mental clarity, emotional regulation, social connection, sense of purpose).

Materials: Pillars worksheet, pens, flipchart.

Handouts: “Five Pillars of Psychohygiene Self-Check.” (Available as printable pdf file)

Reflection Questions:

- Which pillar feels strongest in my life right now?
- Which pillar could use some attention?

Facilitator note:

Introduce the **Five Pillars** as a simple daily framework:

1. **Body Care** – movement, sleep, nutrition, rest.
2. **Mental Clarity** – managing information, pausing, reflecting.
3. **Emotional Regulation** – recognizing, naming, and processing emotions.
4. **Social Connection** – nurturing supportive relationships.
5. **Sense of Purpose** – aligning actions with values, meaning, and goals.

Tell: “Think of these like the five legs of a chair. If one is weak, the whole balance wobbles. Small habits in each pillar build resilience over time.”

- **Activity – “My Pillars Check-in”:** Participants use a worksheet to rate how strong/weak each pillar feels in their current life.

Ask participants to:

- “Rate how strong each pillar feels for you right now (1–10).”
- “Write one daily habit you already do for this pillar.”
- “Write one small action you could add.”
- **Group sharing in pairs:** One insight or surprise from their check-in.
- **Debrief:** Facilitator highlights how small daily psychohygiene habits accumulate into resilience.

Ask participants: “Which pillar surprised you?”

Tell: Tiny, regular habits matter more than big dramatic changes. Over time, they accumulate into resilience, just like drops filling a bucket.

11:30 – 12:30 | Workshop 2: Values and Meaning

Workshop Aim:

To help participants reconnect with what truly matters to them and how values shape wellbeing.

Learning Objectives:

- Explore personal values and their link to wellbeing.
- Reflect on how values guide decisions and resilience.
- Identify one value to focus on for greater alignment.

Session Description:

- **Mini-story:** A caregiver struggles with burnout until they realize their deepest value (compassion) needs to be balanced with self-care.
- **Values Mapping activity:** Participants use an “Identity Flower” handout to map out values connected to different areas of life (family, work, community, self).

Materials: Identity Flower template, markers, pens.

Handouts: “Identity Flower Template.” (Available as printable pdf file)

Reflection Questions:

- Which of my values feels most alive in my life right now?
- Which value do I want to strengthen?

Facilitator note:

Tell participants:

- Write your core values in the center.
- In each petal, write a role, quality, or value that matters to you (e.g., family, creativity, honesty, learning).
- In the outer space around the petals, note small actions that express them. Examples of daily actions that express those values.
- **Small group sharing:** What values came up most strongly?
- **Facilitator debrief:** Emphasize alignment between daily actions and values as a buffer against stress.

Tell: “Stress often grows when our daily actions clash with our values. Living in alignment—even in small choices—creates energy, motivation, and resilience.”

12:30 - 13:30 | Lunch Break

13:30 – 14:30 | Workshop 3: Core Mindfulness Techniques

Workshop Aim:

To provide participants with direct experience of mindfulness and encourage integration into personal life.

Learning Objectives:

- Practice basic mindfulness tools for presence and calm.
- Explore how mindfulness supports stress regulation.
- Apply techniques to daily routines.

Session Description:

- **Mini-story:** A busy teacher feels constantly distracted but learns to use mindful breathing before class to reset.
- **Short facilitator input:** Core techniques (breathing awareness, body scan, mindful observation).

Materials: Comfortable seating/mats, printed mindfulness scripts, speaker for soft background music.

Handouts: “Mindfulness Moments Guide.” (Available as printable pdf file)

Reflection Questions:

- What difference did mindfulness make to my state of mind just now?
- Where could I introduce a mindful pause in my daily life?

Facilitator note:

Introduce **three core techniques** (keep simple and practical):

1. **Breathing Awareness** – Notice inhale/exhale for 1–2 minutes.
2. **Body Scan** – Brief check-in from head to toe.
3. **Mindful Observation** – Choose an object (pen, leaf, your breath) and notice details without judgment.



Tell: “Mindfulness is not about emptying your mind—it’s about noticing with kindness what is already here.”

- **Practice:** 5-min guided breathing + 10-min body scan.
- **Pair discussion:** What did you notice in the practice?
- **Integration exercise:** Brainstorm daily “mindfulness moments” (e.g., brushing teeth, walking to work).

Handout: *Mindfulness Moments Guide*

Short exercises participants can try daily:

- 1-Minute Breath Pause (before a meeting)
- Body Scan at Bedtime (to relax)
- Mindful Coffee/Tea (notice smell, warmth, first sip)
- Mindful Walking (notice steps, ground under feet)

14:30 - 15:00 | Pause to Recharge

15:00 – 16:00 | Workshop 4: Work-Life Balance

Workshop Aim:

To help participants understand balance as intentional boundary-setting and energy management.

Learning Objectives:

- Recognize challenges to work-life balance in modern settings.
- Explore strategies to set boundaries and recharge.
- Create one personal action plan for balance.

Session Description:

- **Mini-story:** A remote worker feels constantly “at work” until setting small but clear boundaries (workspace separation, digital limits, family rituals).
- **Activity – Work-Life Map:** Participants draw a weekly map of their time and energy.

Materials: A3 paper, markers, coloured pencils.

Handouts: “Work-Life Balance Mapping Sheet.” (Available as printable pdf file)

Reflection Questions:

- What boundaries could I set to protect my wellbeing?
- Where in my week could I insert moments of recovery?

Facilitator note:

Circle divided into 8 wedges: work, family, friends, health, hobbies, learning, rest, community.

Tell participants to:

- Shade wedges to show current energy investment.
- Mark ideal balance.
- Reflect: “Where is there a gap between current and ideal?”

Group reflection: Where are the biggest leaks of energy? Where are the restorative pockets?

Facilitator debrief: Balance is less about equal time, more about alignment with values and recovery.

Tell: “Balance doesn’t mean equal time everywhere. It means aligning energy with what truly matters to you—and making sure you have time to recharge.”

16:00 – 17:00 | Workshop 5: Emotional Intelligence

Workshop Aim:

To develop self-awareness and empathy through experiential practice.

Learning Objectives:

- Understand the role of emotional awareness and empathy in wellbeing.
- Practice active listening and emotional regulation skills.

- Strengthen relational skills for personal and professional life.

Session Description:

- **Mini-story:** A manager notices conflict in her team but transforms it by practicing empathy and active listening.
- **Facilitator input:** The four components of EI (self-awareness, self-regulation, empathy, social skills).

Materials: Emotion cards, pens, role play instructions.

Handouts: “Active Listening Guide” and “Labeling Emotions” sheet (Available as printable pdf file)

Reflection Questions:

- How do I usually respond when someone shares a challenge?
- What small step can I take to listen more deeply in daily life?

Facilitator note:

Briefly explain the **four components of EI**:

1. **Self-awareness** – noticing own emotions.
 2. **Self-regulation** – pausing before reacting.
 3. **Empathy** – sensing others’ emotions.
 4. **Social skills** – communicating effectively, building trust.
- **Pair activity – Active Listening Role Play:** One partner shares a minor challenge, the other only listens with full attention (no advice). Switch roles.
 - **Group debrief:** What was it like to be listened to without interruption?
 - **Mini practice:** Labeling emotions exercise (participants write 3 emotions they felt today).

17:00 - 17:30 | Pause to Recharge

17:30 – 18:30 | Closing & Reflection

Workshop Title: Integration Circle

Workshop Aim:

To consolidate learning, anchor insights into personal practice, and leave participants with a sense of empowerment.

Learning Objectives:

- Reflect on key learnings from the day.
- Create a personal action step for wellbeing.
- Foster group connection and closure.

Session Description:

- **Silent reflection:** Participants revisit their morning intention cards.
- **Facilitator summary:** Highlight integration of the five pillars and the role of daily practice.
 - Revisit the **Five Pillars**.
 - Highlight that wellbeing isn't a destination—it's a daily practice.
 - Emphasize integration: one small action from each pillar → long-term resilience.
- **Sharing circle:** Participants try to fill in the “Personal Action Plan” that you handout to them. Each person shares one insight and one commitment.

Personal Action Plan is designed to help participants *translate what they learned during the workshop into concrete daily practices*.

Tell: “Choose 1 small action for at least 3 pillars. Keep it realistic—tiny steps count.”

Materials: Intention cards (from morning), candle or symbolic object for the circle.

Handouts: “Personal Action Plan Template.” (Available as printable pdf file)



Reflection Questions:

- What am I taking away from today?
- What is one small step I will start this week?
- **Closing ritual:** Simple breathing exercise together, followed by gratitude practice.

Facilitator's quick manual for conducting the workshop:

Prepare the material for all sessions.

Welcome & grounding session, 10-10:30 am

1. Explain the workshop aim, learning objectives, frame the session (what this day is about).
2. Continue with welcome and introductions.
3. Go on with the five minutes guided grounding meditation.
4. Then hand out the “Intention cards” and tell participants what they should do.
5. End with the reflection questions.

Session 1: The Five Pillars of Psychohygiene, 10:30 – 11:30

1. Explain the learning objectives, and the workshop aim.
2. Tell the mini-story.
3. Briefly introduce the five pillars of psychohygiene
4. Handout the “My Pillars Check-in” worksheets to the participants and tell them what to do.
5. Then continue with the “Group sharing in pairs” activity.
6. Go on with debriefing.
7. End with reflective questions.

Session 2: Values and Meaning, 11:30 – 12:30

1. Explain the learning objectives, and the workshop aim.
2. Tell the mini-story.
3. Hand out the “Identity flower” and tell them what to do.

4. Continue with group sharing activity.
5. Go on with debriefing.
6. End with reflective questions.

Session 3: Core Mindfulness Techniques, 13:30 – 14:30

1. Explain the learning objectives, and the workshop aim.
2. Tell the mini-story.
3. Continue with the facilitator input on the core techniques.
4. Go on with the 5-min guided breathing + 10-min body scan.
5. Go on to the pair discussion.
6. Handout the “Mindfulness Moments Guide” for group activity and tell them what to do.
7. End with reflective questions.

Session 4: Work-Life Balance, 15:00 – 16:00

1. Explain the learning objectives, and the workshop aim.
2. Tell the mini-story.
3. Handout the “Work-Life Balance Mapping Sheet” and tell them what to do.
4. Go on to group reflection.
5. Continue with facilitator debrief.
6. End with reflective questions.

Session 5: Emotional Intelligence, 16:00 – 17:00

1. Explain the learning objectives, and the workshop aim.
2. Tell the mini-story.
3. Give the facilitator input on the four components of EI
4. Go to the Pair activity – “Active Listening Role Play”, and hand out the “Active listening guide” to the participants, tell them what to do and start the activity.
5. Continue to group debriefing questions.
6. Go on to the mini practice and handout the “Labeling Emotions” sheet. Tell them what to do.

7. End with reflective questions.

Closing & Reflection, 17:30 – 18:30

1. Explain the learning objectives, and the workshop aim.
2. Conduct the Silent Reflection with the “Intention cards” from morning.
3. Give the facilitator input/summary of the five pillars.
4. Sharing Circle: Handout the “Personal Action Plan” and tell them what to do. After they have filled in the plan, ask them to share one insight and one commitment.
5. Go on to the reflective questions.
6. End with the closing ritual (Simple breathing exercise followed by gratitude practice).