CONCEPT

# Mindful Leadership: Attention, Presence and Focused Decision-Making

27 – 31 December 2026
Riyadh - KAFD district five-star



# Mindful Leadership: Attention, Presence and Focused Decision-Making

**Ref:** 706_19018 **Date:** 27 – 31 December 2026 **Location:** Riyadh - KAFD district five-star **Fees:** 20000 SAR

## Introduction:

Mindful leadership addresses a quiet cost in most organisations: fragmented attention. Managers switch between messages, meetings and decisions every few minutes, listen while composing replies and react before they have understood a situation, which slows judgement and erodes trust. This Core Concept course gives managers a secular, non-clinical attention practice they can apply at work, grounded in what the evidence does and does not show. Participants train focus, presence and deliberate response, redesign meeting and messaging habits, and leave with a Personal Mindful Leadership Practice Plan and a Team Focus Routine.

## Course Objectives:

- Explain what workplace mindfulness is, where the secular programmes come from and what the research supports, questions or leaves unproven
- Apply focused-attention and open-monitoring practices to sustain concentration on one task and notice when attention drifts
- Reduce task switching by setting single-tasking blocks, notification rules and message batching for themselves and their teams
- Listen with full presence in one-to-one and team conversations and respond deliberately rather than reactively when decisions are contested
- Lead meetings and setbacks with compassion and self-compassion, without forcing practice on staff or straying into clinical territory
- Produce a Personal Mindful Leadership Practice Plan and a short Team Focus Routine with cues, tracking and review points

## Target Audience:

- Managers who lead teams through heavy meeting schedules and constant messaging
- Team leaders responsible for running daily stand-ups, reviews and one-to-one conversations
- Project and programme leads who make frequent decisions with incomplete information
- Professionals moving into people-leadership roles who want deliberate attention habits from the start
- Learning and people-development partners who design short practice routines for teams

## Course Outline:

### Day 1: Workplace Mindfulness Foundations and Attention Baseline

- Mindfulness Working Definition: Intentional, Moment-by-Moment, Non-Judgemental Awareness
- Secular Origins and the MBSR Eight-Week Programme Structure
- Evidence Map: Moderate, Low and Mixed Findings for Workplace Outcomes
- The McMindfulness Critique and the Limits of Practice as a Productivity Fix
- Attention Baseline Log: Tracking Focus Periods and Interruptions

### Day 2: Attention Training Methods and Focus Models

- Focused Attention Practice: Anchor, Notice Drift, Return
- Open Monitoring Practice for Observing Thought Patterns
- Body Scan and Mindful Movement Adapted for Office Settings
- Task Switching Costs and the Processing Bottleneck in Knowledge Work
- Single-Tasking Protocol and Protected Focus Block Design

### Day 3: Presence in Leadership Conversations and Decisions

- Mindful Listening Drill: Full Attention Without Rehearsing a Reply
- Presence Check-In Before One-to-One Conversations
- Pause-Notice-Choose Routine for Reactive Moments
- Reactivity Map: Trigger, Impulse and Chosen Response Log
- Mindful Decision Review: Separating Observation, Interpretation and Assumption

### Day 4: Mindful Meetings, Messaging Habits and Compassionate Leadership

- Mindful Meeting Design: Arrival Minute, Single Agenda Focus and Device Rules
- Email and Messaging Batching Rules with a Notification Audit
- Neff Self-Compassion Components: Self-Kindness, Common Humanity and Balanced Awareness
- Compassionate Responses to Team Mistakes and Missed Targets
- Practice Pitfalls: Forced Participation, Clinical Overreach and Referral Boundaries

### Day 5: Role-Play and the Mindful Leadership Practice Plan

- Role-Play: Bringing a Distracted Meeting Back to Focus
- Role-Play: Handling a Reactive Moment in a Contested Decision
- Team Focus Routine Design: A Three-Minute Opening Practice
- Personal Mindful Leadership Practice Plan Drafting
- Habit Tracker Set-Up and Practice Partner Review

## Skills You Will Gain:

- Sustained Attention Control
- Distraction and Interruption Management
- Mindful Listening
- Deliberate Response Under Contest
- Meeting Focus Facilitation
- Self-Compassionate Leadership
- Team Practice Design
- Habit Formation and Tracking

## Why Attend This Course:

- Return with a Personal Mindful Leadership Practice Plan and a Team Focus Routine ready to trial in the next team meeting
- Know which claims about mindfulness hold up and which do not, so practice is introduced honestly and without pressure on staff
- Rehearse bringing a scattered meeting back to focus and pausing before a reactive decision, with observer feedback
- Compare attention and meeting habits with managers from other sectors, organisation sizes and countries

## Conclusion:

Mindful leadership is a trainable attention skill, not a belief system or a therapy. The week moves from a working definition and an honest reading of the evidence, through attention training and the cost of task switching, to presence in conversations and deliberate decisions, then to meeting, messaging and compassion practices and their pitfalls. The final day rehearses these skills in role-play and produces a Personal Mindful Leadership Practice Plan and a Team Focus Routine that participants review with a practice partner.