

Module Grid

Mod #	MODULE TITLE	Abbreviation Keys	# of Slides	Page #s	Approximate Length	
1	Introduction	Intro	4	1-3	6-10 min	
2	Resilience	Res	7	5-10	15-20 min	0.35/2.17
3	A Short Movie – Atmospheres	Atmos	3	11-12	4-5 min	
4	Depleting and Renewing Emotions	D&R Emot	5	13-16	8 -12 min	0.27/2.00
5	Heart-Focused Breathing™ Technique	HFB	3	17-19	12-15 min	
6	Inner-Ease™ Technique	IET	9	21-26	19-20 min	0.2./1.15
7	The Physiology of Coherence and Optimal Functioning	Phys of Coh	11	27-35	22-25 min	
8	Depletion to Renewal	D2R Grid	2	37-40	20-25 min	
9	Quick Coherence® Technique	QCT	5	41-43	8-10 min	
10	emWave® Demo	emW	2	45-46	6-10 min	
11	Building and Sustaining Resilience (Prep, Shift and Reset, Sustain)	Prep SRS	3	47-48	6-8 min	
12	Practical Intuition	Intuit	9	49-54	15-18 min	
13	Freeze Frame® Technique	FFT	9	55-63	26 -46 min (2nd exer)	
14	Relational Energetics	Rel Eng	11	65-71	18-20 min	
15	Energetics of Communication	Eng Com	4	73-75	7-10 min	
16	Coherent Communication™ Technique	CCT	6	77-80	19-20 min	
17	Establishing A New Baseline	Est Base	4	81-84	10-11 min	
18	Heart Lock-In® Technique	HLI	7	85-88	7-10 min	
19	Strategies for Building Resilience Capacity	Bldg Res Cap	4	89-91	18-20 min	
	ADDITIONAL MODULES				5.25 hours content only	
20	Balanced Care vs. Overcare	BC vs OC	9	95-100	15-22 min	
21	Heart Mapping® Technique	HMT	4	101-105	18-20 min	
22	A Short Perception Test – Inattentive Blindness	Basketball	4	107-109	5-6 min	
23	Sleep and Resilience	Sleep Res	4	111-113	6 -8 min	
24	emWave2® Technology	emW2	11	115-120	21-25 min	
	ADDITIONAL RESOURCES		2		1.5 hours content only	

Module Descriptions

Module 1 – Introduction. Build rapport with your audience, introduce yourself and tell a short, story or quote, if possible, relating to your use of the HeartMath tools. This should be a story that relates to most people in the room and one that provides them with a desire to learn more (don't use the names of the tools in this intro story. They won't know what you mean until they learn the tools.) Make it personal, but not too personal. The remainder of this module provides credibility and information about other organizations who have used the HeartMath tools and technology.

Module 2 – Resilience. Introduce the inner battery metaphor and the concept that we are energy systems that deplete and renew energy. Introduce the resilience concepts along with the emerging view that individuals have the ability to build their personal resilience *capacity*—physically, mentally, emotionally and spiritually. (Our focus is on the emotional domain.) Provide the understanding that we can deplete our energy reserves—especially emotionally. This module helps participants become more aware of their emotional energy expenditures and how it affects their resilience. They also become more aware that they can build resilience. End the section with how stress affects performance and resilience.

Module 3 – A Short Movie – Atmospheres. Segue into a short movie. The purpose of the movie is to show participants that their daily life experiences often have an emotional soundtrack that impacts their perceptions. We see the world through how we feel. The two short clips are the same except for the soundtrack.

Module 4 – Depleting and Renewing Emotions. Review the list of depleting and renewing emotions and the affect those emotions have on our physiology. Self-Awareness: Go to the exercise in the guidebook to explore energy draining situations, how we feel in those situations and what we do to handle the situations.

Module 5 – Heart-Focused Breathing™ (HFB) Technique. This is the first technique in the series of intelligent energy self-regulation techniques. HFB starts the process of neutralizing energy-draining emotions and the impact they have on our physiology. HFB is designed to reduce high intensity energy-drain on our physiology and plug energy leaks. It's also the first step in getting coherent. After the audience practices HFB, there is an (optional) activity to identify energy renewing situations and their corresponding emotions.

Module 6 – The Inner-Ease™ Technique. This technique helps us become coherent and then sustain that coherence and composure. It is important for the audience to understand that the state of inner ease is not an internal sleepy-headed state or merely a place of relaxation, but one of a balanced inner mental and emotional rhythm and attitude. Inner ease allows us to move with greater ease throughout the day. It is more of an internal “active calm,” allowing us more discernment to effectively handle situations that surface in life.

Module 7 – The Physiology of Coherence and Optimal Functioning. This section includes the core science underpinning the HeartMath system. Introduce participants to two important terms, coherence and heart rate variability (HRV) and how they both relate to the physiology behind optimal functioning, optimal performance and our common theme, resilience. To understand the physiology of coherence and HRV, we need to look at the ANS, how emotions affect it and how those emotions influence HRV and heart-brain connection.

Module 8 – The Depletion to Renewal Grid. This Grid is a reflective activity (window) that provides an illustration of the relationship between typical emotional responses, their intensity and how those emotions affect physiology and ultimately our level of resilience. The Grid depicts two systems: 1) Autonomic Nervous system (vertical axis) and 2) Hormonal system (horizontal axis). These two systems regulate 90% of our body's internal functions. We walk the audience through the four quadrants to identify normal, everyday emotions and their intensity (high or low heart rate). The process starts in the upper left quadrant and works around to the upper right. It's helpful to refer back to the Grid throughout the workshop.

Module 9 – The Quick Coherence® Technique. This technique builds on the Heart-Focused Breathing technique and adds a renewing emotion as the second step. Quick Coherence provides a quick shift into coherence and a positive impact on the hormones. It is often used with the emWave technology, shifting someone into a positive or renewed feeling state to help sustain coherence. Sustained coherence builds our resilience capacity and helps us shift to the renewing side of the Depletion to Renewal Grid.

Module 10 – emWave® demo. The emWave demo allows the audience to see, in real time, how emotions impact our heart rhythm patterns. As a result of a change in someone's HRV pattern through the practice of The Quick Coherence Technique, the demonstration provides both credibility and motivation to practice the self-regulation techniques learned in this program. Demonstrate the technology by hooking up a volunteer from the audience.

Module 11 – Building and Sustaining Resilience. The three key strategies provide participants with ways for practicing the self-regulation techniques. Practical suggestions of practice routines help participants integrate what they learn into their busy lives. **Prep** is essential for setting the tone for the day and potentially stressful events. Even if we Prep, at times we will still have a reaction. As soon as we recognize this drain on our inner battery, it's a perfect time to use **Shift and Reset** to stop the drain internally. **Sustain** resilience by integrating the practice of the techniques into the moments of the day. The three strategies from this module should be reemphasized through the workshop.

Module 12 – Practical Intuition. This module introduces a practical understanding of intuition in our daily lives. Intriguing perspectives are offered on how intuition enhances decision-making, relationships, and perceptions. The Intuition section precedes the Freeze Frame technique and provides

motivation and intrigue on some of the latest scientific data on intuition and how we can access it more often.

Module 13 – The Freeze Frame® Technique. A cornerstone technique of the HeartMath system since 1993, the Freeze Frame Technique has been used by many audiences in various markets with excellent results. Freeze Frame can be practiced to facilitate decision-making, problem solving, planning, or shifting emotional perceptions, from the mundane to complex business decisions. It's designed to help us access intuitive intelligence more quickly. End this section by showing participants how to use Freeze Frame "on the go" – *Getting in Sync*. Finding the appropriate attitude for each situation can save energy and increase our resilience levels.

Module 14 – Relational Energetics. This science section gives participants an understanding of how we all affect one another not just through our verbal or written interactions but physiologically, emotionally and energetically. A main point discusses how the heart's magnetic field acts as a carrier wave of our emotions and attitudes. These attitudes and emotions are transmitted to others whether or not we are aware of it. This module sets up the Energetics of Communication section.

Module 15 – The Energetics of Communication. This section highlights the impact of sending mixed messages, engaging in drama and the consequence of miscommunication at work and at home. When communication is not clear, costly errors and mistakes can result. There is an optional activity to identify those communication issues that create drama, waste time and the impact on the work environment.

Module 16 – Coherent Communication™ Technique. This module provides a technique for improved communication. It's an opportunity for participants to integrate heart coherence into speaking and listening. The Coherent Communication technique enhances and blends well with other communication skills people have already learned. The goal is to listen to the essence of the other person without judgment, speak with a genuine tone, and then confirm mutual understanding. The difference between Coherent Communication and other techniques like *Active Listening* is participants are encouraged to create a heart coherent state before communicating or listening, with the goal of staying coherent during the conversation. The exercise itself is optional.

Module 17 – Establishing a New Baseline. This section provides the science behind the idea that we all have physiological and behavioral baselines that are default or automatic settings. Our behaviors are habit patterns that sometimes don't serve us or those around us. These patterns get in the way of building and sustaining our resilience. This information introduces the next intelligent energy self-regulation technique, The Heart Lock-In Technique. The goal is to help establish a new physiological baseline.

Module 18 – The Heart Lock-In® Technique. This technique, when practiced consistently, provides beneficial and sustained changes. It not only builds and sustains resilience but helps to create a co-

herent field environment at home or at work. This technique adds the step of radiating a renewing feeling to ourselves and others as we practice the technique.

Module 19 – Strategies for Building Resilience Capacity. This module introduces participants to two practice plans on how to integrate what was learned in the workshop. Participants create action plans to follow for two weeks after the workshop that 1) identify and plug one important energy leak and 2) increase their resilience capacity.

Additional Modules

Module 20 – Balanced Care vs Overcare. This module provides an understanding of the energy saving and depleting side of care. Most people assume if they are worrying about someone or something that they are caring. This module provides a distinction between the energy renewing side of balanced care and the energy depleting side of what HeartMath calls overcare. An optional exercise is included. This is often used in service kind of organizations (hospitals, government agencies, clinics, etc.) that want to change how people respond to each other through subtle forms of overcare.

Module 21 – Heart Mapping® Technique. This is a fun multipurpose technique to use for a variety of situations: planning a project; prioritizing multiple projects; planning a special event or managing life situations. The purpose of the mapping exercise is to first identify a topic to focus on and then creatively draw on the brain for all its ideas, worries and concerns without focusing on solutions. Then participants get coherent and the trainer asks, “What else does this (project) need to be successful?” Often times the response is a missing element that will add to the success of the process. This exercise is an opportunity to use coherence to engage both the brain and the heart in planning, organizing, starting something new, etc.

Module 22 – A Short Perception Test – Inattentional Blindness. This module has a movie at its center. It demonstrates that we perceive only what we pay attention to

Module 23 – Sleep and Resilience. Several studies show the relationship between work fatigue, levels of sleep and how that affects our performance. In particular, a correlation between lack of sleep and blood alcohol levels has shown big declines in performance. This can be inserted into other modules or sections and fits well especially in the introduction or resilience sections.

Module 24 – emWave2 Technology. This is a 20 minute training on how to use the emWave2 technology.

Additional Resources.

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