



Facilitator Guidebook

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Dear Breathe Facilitators,

We'd like to welcome you to Breathe, a four-session stress resilience Program by Masterpiece Living. This program was developed to educate participants about the physiology of stress and how we can all be empowered to build resilience against chronic stress through supportive strategies. Everyone at an organization experiences stress in one way or another, which is why this was developed for both team members and residents/members to experience side by side.

We know that chronic stress is detrimental to our health, but we also know there are strategies we can all adopt to create a buffer from the hurdles stress can create in our lives.

As facilitators of Breathe you will be offering four sessions that consist of one PowerPoint presentation each which includes time for reflection, conversation, and experimentation with new strategies. These sessions were designed to take roughly 60 minutes to complete. Depending on your group and their interaction level you may need a little less or a little more time. Speaker's notes are provided in the PowerPoint presentations in addition to other resources, including recordings, to provide you with the opportunity to customize the presentations to fit your audience most appropriately.

The way each of us handles stressors is unique and different. This Program by Masterpiece should be a safe space to share with the group what stress resilience looks like for us at that moment and to explore supportive strategies together that might provide additional support in the future. As facilitators, we ask that you remain engaged and free of judgment during this experience and encourage participants to do the same to develop a culture of sharing and learning during the sessions.

To begin, we encourage you to refer to the Facilitator Preparation pages for each session found within this *Facilitator's Guidebook* as you plan and prepare for facilitating the program.

Hans Selye, one of the first researchers of biological stress once said, "It's not stress that kills us, it is our reaction to it." Breathe will help participants to rethink the way they react to stressors and provide them with support to protect themselves from the health impacts of chronic stress. Thank you for your willingness to facilitate this process for them. It may be lifesaving.

Thank you - *The Masterpiece Living Team*

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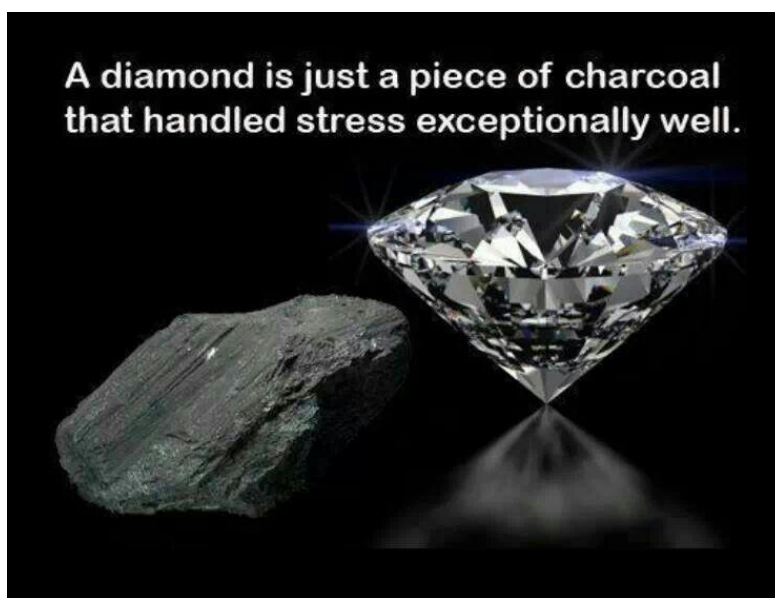
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Before you Begin



Source: <http://media-cache-ak0.pinimg.com/originals/16/1a/1e/161a1e44ba8436a61df2217afc5f6dd6.jpg>

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Before You Begin

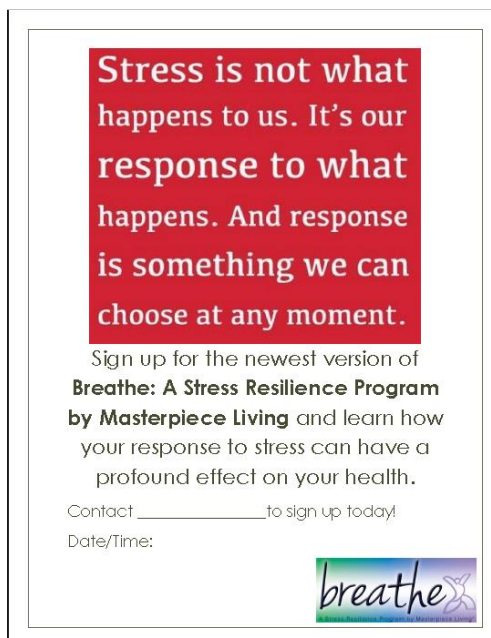
Objectives:

- Promote this opportunity to the organization
- Receive a baseline of where the group stands with regard to stress and stress management strategies

Materials:

- Flyer
- Table Tent
- Article for organization's newsletter
- Pre-test

Pre-program Preparation



Marketing Breathe: Please take advantage of the support materials when marketing this opportunity within your organization. Flyers, promotional messages, a description, and a newsletter article are all featured in the material available on the website.

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Recommended size of audience: Masterpiece Living encourages a smaller group of no more than 15 in order to facilitate discussion amongst the group. This Program by Masterpiece was designed for both team members and residents/members to participate together.

Masterpiece Living recommends offering the opportunity for both team members and resident/members to sign up for the sessions before the sessions begin. This will allow the facilitator to a) control the size of the audience and b) begin customizing the presentation based on the audience who will be attending.

Pre-test Directions: Before the sessions begin, consider handing out the Breathe pre-test to participants to complete and hand in. This may also provide the facilitator with valuable insight as to how to best customize the sessions.

Room set up: In order to get the most out of Breathe, the following are highly recommended for the space in which the sessions will be taking place.

1. Projection screen/wall
2. Projector
3. Audio control/speakers
4. Internet access
5. U-shaped layout of chairs/tables to encourage conversation

Without Internet access for audio, Breathe can still be delivered, but slides will need to be removed that feature YouTube videos. Masterpiece Living highly recommends accommodations are made to fulfill all of the above criteria in order to have the most meaningful experience for participants.

You may want to consider playing relaxing music to set the mood as participants enter into the room over the audio system.

Follow-up Workshop Opportunities



Building stress resilience is a process and participants will likely need to continue to be encouraged to seek out healthy strategies and support. Masterpiece Living recommends building on Breathe by identifying particular areas of worry (based on pre-test average results) that were high amongst the group and providing opportunities to address those areas for concern.

Feel free to work with your Masterpiece Living Partnership Specialist to brainstorm options. Here is a list of ideas to get you started:

State of the World: Invite a representative from a local volunteer organization from the greater community to come and discuss ways participants can impact the greater good through volunteerism. Consider offering Inspire, a Spirituality Exploration by Masterpiece Living.

Financial Matters: Invite a financial planner to come and answer questions from the participants.

Children/Grandchildren: Develop an intergenerational event and have participants invite their children and grandchildren or simply invite a local day care to attend and interact with participants.

Health/Disability: Enlist a speaker from the Masterpiece Living Speaker's Bureau to present to the entire community about the opportunity to impact our health and prevent disability through lifestyle choices.

Spouse/Loved One: Invite a local support group facilitator to discuss the significance of reaching out for support from friends, family, and support groups.

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Memory Loss: Consider offering Neurobics, a brain fitness Program by Masterpiece.

Falling: Provide an opportunity for participants to take the Mobility Review and Booster in order to be proactive in fall prevention. Consider offering Vertical, a fall prevention Program by Masterpiece.

Stress Quote Document

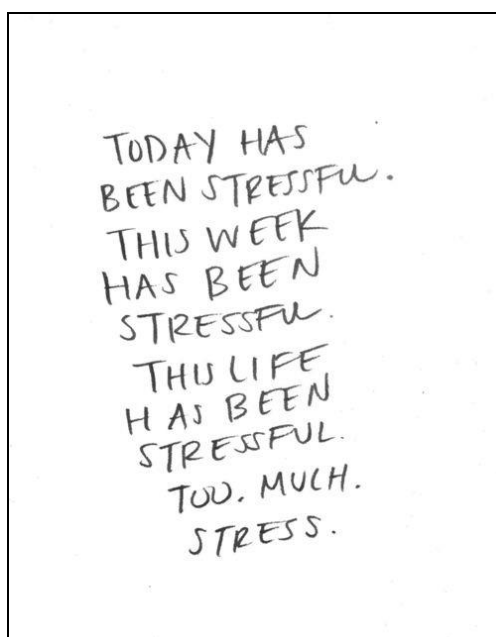
Please feel free to use your creativity in utilizing this resource. Here are a list of ideas that might be meaningful for your facilitation of Breathe:

- Use the quotes to customize promotional flyers and other promotional material
- Customize slides by adding quotes to the PowerPoint presentations
- Have participants pull individual quotes out of a hat to read and discuss with the group
- As a follow up to the last session, send out cards to participants with quotes on the front asking them for feedback about their experience.



Session 1:

Your Body On Stress



Source: <http://weheartit.com/entry/76218015>

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Session 1: Facilitator Preparation

Objectives:

- Understand the physiological stress response and why we become stressed
- Identify personal symptoms of stress and our personal triggers
- Begin to explore ways to respond to stressful situations in a proactive, healthy way

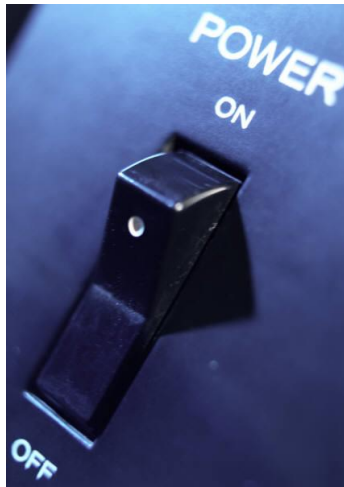
Necessities:

- Projector
- Computer
- Internet connection
- Audio hook-up for computer

Before Class:

- Refer to Facilitator Guidebook & Power Point presentation with speaker's notes for facilitator use
- Set up room with chairs (tables optional)
- Set up room in a way that allows for discussion and makes it easy for everyone to see and hear the presentation
- Connect the computer to the projector, audio, and the Internet
- Customize Slide #3 (instructions below)
- Set up Breathing Exercise on the computer
- Have a glass of water available to hold for Slide #13
- Run through the PowerPoint presentation with audio/Internet set up to ensure everything is working properly
- Some attendees may be interested in having the slides printed it. Consider having printed PowerPoint presentations available to hand out at the end of the session.

Instructions for Stressor Trigger Slide (#3)



Each PowerPoint presentation for Breathe can be customizable in some way. In Session 1, facilitators are encouraged to select stressor to gently trigger a stress response from the participants.

Masterpiece Living suggests one of the following options:

- Ask participants to share a story about a stressful encountered in the past
- Ask each participant to think of a recent manageable, stressful situation and write it down on a piece of paper in front of them. Have them think about that and focus on it for two minutes to encourage them to experience that again.
- Facilitator shares a real story about a stressful event
- Take ownership of the following story as if it were your own. Add in details that pertain to you personally. (For example, if you do not drink coffee and your audience knows that, don't say that you were disappointed you couldn't drink coffee.)

This is an opportunity for the facilitator to ACT! This story could be told in a really funny manner, but we want to elicit sympathetic discomfort/stress from the audience so tell it seriously and with emotion.

Let me tell you about my no-good-very-bad day that I had yesterday. I woke up late, because my phone charge wasn't plugged in all the way and then my phone died. So I'm trying to get ready as soon as I can to run out the door and the dog, of course, decides that he wants to be stubborn and not do his business outside. Once I got him inside he had muddy paws and hopped up on me and got dirt all over my pants so I had to run back in and change them.

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Then of course I notice that I'm really low on gas. I just don't have time to fill up so I make a gamble to get to work and just fill up after. I was tense the entire drive and felt like the gas light was staring at me the whole time waiting to win. Thankfully, I made it to work and wasn't too late.

I left in such a rush from home I didn't have time to pack my lunch or grab coffee and the coffee machine was having trouble so I wasn't able to reward all of my effort this morning with a hot cup of energy this morning and then of course I had 100 things I needed to do that I didn't have time for.

So when I was done for the day, I was looking forward to my weekly yoga class so I anxiously went out to my car, and guess what... the car won't start. I had to call my friend/partner to help me out which meant waiting for another hour, so of course, I missed my class. Once we finally got home, I was too defeated to make dinner so we opted for a simple cereal dinner... and we were out of milk. I'm telling you... that was a really stressful day for me!

The reason that we'd like to gently trigger a stress response from participants is to provide a moment of reflection for them to think about what happened in their body when they were becoming stressed. *We do not want to alarm or frighten anyone, so please use your best judgment* in providing an experience that might increase their stress momentarily without providing discomfort for the rest of the session.

Instructions for the Breathing Exercise

breathe

After experiencing a momentary stressor with the previous exercise, we want to provide a relaxing experience for participants so they might have the opportunity to take notice of what they feel in their body when they are proactively relaxing.

Steps for conducting the Breathing Exercise:

1. Have the Breathing Exercise recording open on the computer.
2. Prior to the session, ensure the volume is loud enough for participants to hear.
3. Play the Breathing Exercise recording for the group.

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Session 2:

Our Stress & Their Stress



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Session 2: Facilitator Preparation

Objectives:

- Discuss ways that we can impact how we experience stress
- Explore ways that our stress impacts others

Necessities:

- Projector
- Computer
- Internet connection
- Audio hook-up for computer

Before Class:

- Refer to Facilitator Guidebook & Power Point presentation with speaker's notes for facilitator use
- Set up room with tables and chairs
- Set up room in a way that allows for discussion and makes it easy for everyone to see and hear the presentation
- Hook up computer to the projector, audio, and the Internet
- Customize Laughter Slide (#14)
- Set up Breathing exercise on the computer
- Set up Compassion Breathing exercise on the computer
- Run through the PowerPoint presentation with audio/Internet set up to ensure everything is working properly
- Some attendees may be interested in having the slides printed it. Consider having printed PowerPoint presentations available to hand out at the end of the session.

Instructions for Laughter Slide (#14)



Laughter is the best medicine. As the facilitator, you will know your audience the best. Customize slide 14 with something funny that you'd like to share.

Masterpiece Living suggestions one of the following:

- A funny animal YouTube video. Examples include:
 - Cats Playing Patty-Cake <http://www.youtube.com/watch?v=X3iFhLdWjqc>
 - Ultimate Dog Tease <http://www.youtube.com/watch?v=nGeKSiCQkPw>
 - What greyhounds do in bed <http://www.youtube.com/watch?v=60InHGuxCNc>
 - Funny goats screaming like humans
<http://www.youtube.com/watch?v=nIYlNF30bVg>
 - The Sneezing Baby Panda <http://www.youtube.com/watch?v=FzRH3iTQPrk>
- A funny baby YouTube video
- A funny picture or meme
- A funny comic
- A clip from a classic comedy routine (likely can be found on YouTube)
- A funny commercial

Instructions for the Compassion Breathing



We want to provide stress resilience strategies and techniques for participants to experience and take away with them after each session. During Session 2, participants will experience the Compassion Breathing exercise.

Steps for conducting the Compassion Breathing Exercise:

4. Have the Breathing Exercise recording open on the computer.
5. Prior to the session, ensure the volume is loud enough for participants to hear.
6. Play the Compassion Breathing exercise recording for the group.



Session 3: Coping Strategies



Image Source: <http://www.pinterest.com/pin/320600067193579852/>

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Session 3: Facilitator Preparation

Objectives:

- Discuss how our lifestyle impacts our experience to stress
- Explore a variety of coping strategies
- Learn about what stress research says are the healthiest ways to manage stress through our lifestyle

Necessities:

- Projector
- Computer
- Internet connection
- Audio hook-up for computer
- “Which stress management strategies are best for me?” worksheets

Before Class:

- Refer to Facilitator Guidebook & Power Point presentation with speaker’s notes for facilitator use
- Set up room with tables and chairs
- Set up room in a way that allows for discussion and makes it easy for everyone to see and hear the presentation
- Hook up computer to the projector, audio, and the Internet
- Print off “Which stress management strategies are best for me?” worksheet for each participant
- Set up Breathing exercise on the computer
- Set up Progressive Muscle Relaxation exercise on the computer
- Print Progressive Muscle Relaxation instructions for participants (pass out at the end of the session)
- Run through the PowerPoint presentation with audio/Internet set up to ensure everything is working properly
- Some attendees may be interested in having the slides printed it. Consider having printed PowerPoint presentations available to hand out at the end of the session.

Note: There can be a drop in attendance for the last session of a Program, so encourage everyone to return for the next session in order to get the full experience of Breathe.

Instructions for Progressive Muscle Relaxation (PMR)



For the tangible experience during Session 3, participants will experience the Progressive Muscle Relaxation exercise.

Steps for conducting the Progressive Muscle Relaxation Exercise:

7. Have the Progressive Muscle Relaxation recording open on the computer.
8. Prior to the session, ensure the volume is loud enough for participants to hear.
9. Play the Progressive Muscle Relaxation exercise recording for the group.



Session 4:

Creating Stress Resilience



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Session 4: Facilitator Preparation

Objectives:

- Review what we have already learned
- Coaching experience for participants to consider what they will do with this new learning

Necessities:

- Projector
- Computer
- Internet connection
- Audio hook-up for computer

Before Class:

- Refer to Facilitator Guidebook & Power Point presentation with speaker's notes for facilitator use
- Set up room with tables and chairs
- Set up room in a way that allows for discussion and makes it easy for everyone to see and hear the presentation
- Hook up computer to the projector, audio, and the Internet
- Set up Breathing exercise on the computer
- Set up Guided Imagery exercise on the computer
- Print
 - Breathe Takeaways.docx
 - Post-Test
- Run through the PowerPoint presentation with audio/Internet set up to ensure everything is working properly
- Some attendees may be interested in having the slides printed it. Consider having printed PowerPoint presentations available to hand out at the end of the session.

Instructions for the Guided Imagery



We want to provide stress resilience strategies and techniques for participants to experience and take away with them after each session. During Session 4, participants will experience the Guided Imagery exercise.

Steps for conducting the Guided Imagery Exercise:

10. Have the Guided Imagery Exercise recording open on the computer.
11. Prior to the session, ensure the volume is loud enough for participants to hear.
12. Play the Guided Imagery exercise recording for the group.

Session 4 Goal

The ultimate goal during this last session together as a group is application. We want to encourage participants to consider all that they have learned and consider applying that learning to their lifestyle and daily practice.

As a discussion-based session, it's likely that innovative ideas will come out about ways to impact the culture of your organization. Does the group want to meet back every week to talk about their progress in building up their stress resilience? Maybe they'd like to start a Compassion Breathing group as a unique alternative or in addition to, a prayer group. Empower participants to move forward with any of their ideas. This is also a great opportunity to promote the workshop or experience that you have planned as a follow-up to Breathe.

Stress resilience should not stop here. Creating an environment that promotes mindfulness, healthy coping strategies and support is the ultimate goal of Breathe.

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