

GIVING A TALK FUNDAMENTALS



FOUNDATIONS OF TEACHING
MINDFULNESS TRAINING
2025

OVERVIEW

The following guide outlines competencies for delivering a talk to a beginner audience learning mindfulness. As you begin to develop your skills as a mindfulness teacher you will find you have your own creative process for developing content. Use this as a suggested support for your development.

Main Points

- Stick to one topic and encourage practice in whatever your topic is: Mindfulness of Body, thoughts, emotions or self-compassion.
- Talk about something that's alive for you in your practice.
- Know in advance what you want your listeners to take away. (3-4 core ideas).
- Keep it simple and be who you are.



COMPETENCY AREA 1: CREATING CONTENT

FUNDAMENTALS

1. Think of what is alive for you in your practice, and consider using this as a topic. If the topic is something new for you, make sure to begin incorporating it into your practice so you can speak from experience.
2. Choose 3-4 main points you want your audience to hear about this topic. Make these points clear during your talk. Make sure to stick to only one topic for your session.
3. Begin your talk with a “hook” To capture the audience’s attention. Perhaps a personal story, quote, poem, statistic, etc.
4. Plan to include questions, brief experiential exercises, or other approaches to elicit the audience’s direct experience with the topic.
5. Be authentic in sharing the content- speaking from personal experience connected with universal human experience.
6. Make sure that the content of your talk is secular in nature and consistent with Calmer Choice practices.
7. Check that the content is inclusive, nondiscriminatory, and appropriate for the audience; including using a diversity of sources.
8. Avoid controversial topics as a beginning instructor, and if they arise use your practice to hold the space.

Questions to help you get started:

- What teachings on this topic/area of practice feel most important to communicate? If there were only 3 major points, what would they be?
- What are some of the real challenges and gifts that come with bringing attention to this domain?
- What personal experiences have I had that illustrate key teachings, challenges, and gifts?



COMPETENCY 2: DELIVERY

Use language that is understandable, and accessible without jargon.



Cultivate audience engagement with your topic with elements that support and do not distract from the topic



Make sure your voice is clear, at an appropriate volume for all to hear.



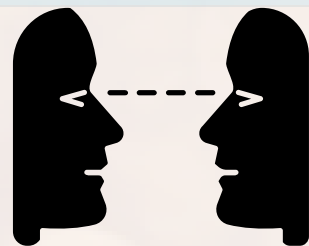
Vary your tone of voice, use appropriate pacing, and hold space for silence as needed. More words isn't necessarily better.



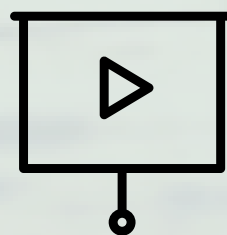
Know your content well enough that you do not need to read your notes verbatim.



Use eye contact and other nonverbal communication appropriately



Write your talk with an introduction, engaged activities and an ending that summarizes what was presented.

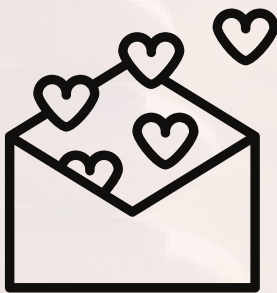


If using any visuals, make sure they are simple, to the point and support your topic. Avoid fluff and too many words.



COMPETENCY AREA 3: RELATIONAL SKILLS

Set an intention to create a container to care and safety for participants. Embody the practice of mindfulness in your presence.



Attune yourself to the audience and open to warmth, compassion, and gratitude.

Invite the audience to learn alongside you on a path of mindfulness. Not speaking as an expert. It is ok to not know the answer to every question.



If anything, unexpected happens during your talk (e.g., coughing fit, background sounds, zoom glitch, power outage, controversial topics) do your best to work with it skillfully.

