

Mindful Academy Solterreno Syllabus 2017

Mindfulness MBSR Meditation Teacher Training course
with Mindful Academy Solterreno
At Solterreno Retreat Centre, a mountain Retreat Centre in Spain.

A professional and accredited Residential Teacher Training Retreat
in 2 modules, in English.
Facilitated by Bodhin Philip Woodward

Our accredited MBSR Meditation Teacher Training course is based on the work of Jon Kabat-Zinn's highly acclaimed Mindfulness based Stress Reduction (MBSR) programme at the University of Massachusetts Medical Centre, Mindfulness Based Cognitive Therapy (MBCT) developed in the UK and Canada by Mark Williams, John Teasdale and Zindel Segal and Mindfulness Based Pain Management (MBPM) by Breathworks UK. As a professional Teacher Training School we also support the Good Practice Guidelines for teaching Mindfulness-based courses.

The MBSR Meditation Teacher Training course is taught by Bodhin Philip Woodward a MBSR/MBCT Teacher, Breathworks Meditation Teacher and Senior Yoga Teacher with Yoga Alliance who meets the requirements of the Good Practice Guidelines for Trainers of Mindfulness-based Teachers published by the UK Network of Mindfulness-based Teacher Trainers.

The course has been set out to exceed the industry Good Practice Guidelines and Teacher Training Pathway requirements. Each module has 100hrs of contact with Senior Mindfulness Teacher Bodhin and our aim and objective with the TTR1 MBSR Foundation course is to support your teaching development so that you have the skills and confidence to teach the foundation MBSR practices, to gain an understanding of the history of MBSR as well as many different subjects including research and changes to the brain due to a meditation practice. This journey will also deepen your own practice.

The MBSR Meditation Teacher Training course is ideal for Meditation practitioners, Yoga and Meditation Teachers, Nurses, Teachers, Therapists, Doctors and other professionals with a mind-body focus who wish to incorporate mindfulness into their professions.

The MBSR Meditation Teacher Training course is taken in 2 modules and on graduation of the full 200hr course you will have the skills and confidence to teach Mindfulness based Stress Reduction MBSR classes, MBSR 8 week Stress Reduction courses and private MBSR classes that empower people to make a real difference to their lives.

The course will include the following areas of study -

Full 200hr Course content (TTR1 & TTR2) – Overview -

The Two Modules includes extensive practice and training on how to teach all aspects of MBSR Mindfulness-based Stress Reduction Meditation, giving you the skills and confidence to teach both MBSR Meditation core practices including Mindful Movement and the Mindful Academy MBSR 8 week Course.

Teacher Training Retreat Module 1 (TTR1) the focus of this foundation course is to deepen your personal practice and learn how to teach the MBSR Meditation core practices, (see more details below) We will also explore the theories and intentions of the enquiry process as a core element of MBSR and MBCT and practice enquiry in small groups. In a safe and nurturing environment we will assist you in cultivating your skills and you will receive feedback from Bodhin to support your development.

In Teacher Training Retreat Module 2 (TTR2) you will both deepen your own practice and learn specifically how to teach all elements of the 2.5hr MBSR weekly sessions of the Mindful Academy 8 week MBSR Meditation course using the provided 8 week MBSR lesson plans and MBSR Participant Handbook. You will also learn Meditation Inquiry skills and practice relating to the theme and learning focus of each session. On graduation we give you permission to print the MBSR Participant Handbook for your own business use. During this module you will also receive formal assessment and feedback on your teaching from Bodhin.

STRUCTURAL BREAKDOWN

Name of Course: Mindfulness MBSR Meditation Teacher Training course
with Mindful Academy Solterreno

Total Number of Hours on Course:

186 contact hours, 20 non contact, Total 206 hours
split in two Residential Retreats, TTR1 and TTR2, so 103h each.
and Bodhin the main teacher will be teaching at least 70% of these contact hours

Name of Main Teacher: Bodhin Philip Woodward

Module	Contact Hours with SYT/ CL2	Contact hours with other teachers/specialists	Non-Contact Hours	Total Hours
TOTAL HOURS	73	20	10	103
Module 1 Pre-course study and TTR1 Foundation training, 11 day residential retreat.				
<p>TTR1 Pre-course study (non contact) Reading Full Catastrophe Living by Jon Kabat-Zinn Reading The Mindfulness Breakthrough by Sarah Silverton Reading and practice teaching with the Mindful Academy Meditation Core Practice Scripts Meditation and Journaling 6 out of 7 days a week for 8 Weeks</p> <p>Arrival Day Welcome to the course and Opening Meditation</p> <p>Day 1: Introduction to Teaching Mindfulness Meditation Morning meditation and yoga based mindful movement practice Structure of the Mindful Academy 8 Week MBSR course Teaching Methodology Raisin Exercise and exploring autopilot Defining Mindfulness History of Meditation; Mindfulness Based Stress Reduction (MBSR), - Mindfulness Based Cognitive Depression (MBCT)- Mindfulness Based Pain Management (MBPM) - Mindfulness Self Compassion (MSC) - and other Mindfulness Based Initiatives (MBI's) Mindfulness and the Brain part 1 The MBI-Teacher Assessment Criteria Meditation Posture workshop</p> <p>Day 2 content: What is Mindfulness Meditation?</p>				

Morning meditation and yoga based mindful movement practice
Teaching Methodology: Mindfulness and the brain continued
Teaching Methodology: Meditation Inquiry
Inquiry style guiding of Yoga based Mindful Movement Practical
Teaching Methodology: Exploring the 8 Attitudinal qualities of Mindfulness as a participant and as a teacher.
Meditation Core Teaching Practical - Mindfulness of the Body & Breath Meditation - Student teaching practical and MBI-TAC formal assessment in small groups

Day 3: Gathering the Scattered Mind - Coming to our Senses

Morning meditation and yoga based mindful movement practice
Teaching Methodology: Triangle of awareness
Teaching Methodology: The 3 Step Breathing Space
Teaching Methodology: Inquiry
Teaching Methodology: Anatomy of the Nervous System
Teaching Methodology: What is Stress
Meditation Core Teaching Practical - Mindfulness of the Body scan Meditation - Student teaching practical and MBI-TAC formal assessment in small groups

Day 4: What is Stress? learning about our patterns of reactivity to Stress

Morning meditation and yoga based mindful movement practice
Yoga based Mindful Movement theory and Practical exercise
Workshop exploring our Experience, pleasant and unpleasant
Meditation Core Teaching Practical - Mindfulness of Experience Meditation - Student teaching practical and MBI-TAC formal assessment in small groups

Day 5: Coping with Stress, Responsive/Reactive Modes of mind

Morning meditation and yoga based mindful movement practice
Teaching Methodology: Primary and secondary Experience
Practical: 3 Step Breathing Space, facing difficulties
Teaching Methodology: Responsive Reactive modes of Mind
Teaching Methodology: Negativity Bias
Teaching Methodology: The stages of Acceptance
Meditation Core Teaching Practical - Yoga based Mindful Movement - Student teaching practical and MBI-TAC formal assessment in small groups

Day 6: A Mindful Life Day, Silent Meditation and Yoga based Mindful Movement Retreat
Practice and Training day, including inquiry.

Day 7: Mindfulness of Thoughts

Morning meditation and yoga based mindful movement practice
Teaching Methodology: Mindful Communication
Teaching Methodology: Doing mode and Being mode
Teaching Methodology: Seeing thoughts as creations of the mind
Teaching Methodology: Thoughts are not facts, seeing FROM thoughts.
Teaching Methodology: Automatic Negative Thoughts

Meditation Core Teaching Practical - Mindfulness of thoughts Meditation - Student teaching practical and MBI-TAC formal assessment in small groups

Day 8: Mindfulness of Emotions

Morning meditation and yoga based mindful movement practice
 Teaching Methodology: Anatomy of Emotion
 Teaching Methodology: Barriers to Emotions - conditioning
 Teaching Methodology: Mindfulness of Emotion in the Body
 Meditation Core Teaching Practical - Labelling Emotions Meditation - Student teaching practical and MBI-TAC formal assessment in small groups

Day 9: Cultivating Compassion

Morning meditation and yoga based mindful movement practice
 History of the Metta Bhavana (Loving Kindness) and the philosophical significance in modern Mindfulness
 Teaching Methodology: Compassion in Mindfulness
 Teaching Methodology: Molecules of Positive Thoughts & Emotions- how they affect the body, mind and spirit, the chemistry of connection
 Meditation Core Teaching Practical - Kindly Awareness Meditation - Student teaching practical and MBI-TAC formal assessment in small groups

Day 10: A Mindful Life

Morning meditation and yoga based mindful movement practice
 MBSR Teacher Training - next steps in your teaching development
 Supervision - supporting your personal and professional development
 Formal 1 to 1's with assessment feedback
 Inquiry Workshop Practical
 Students reflection and journaling on how they are going to bring the Teaching principles of Mindfulness into their personal and professional life
 Final Meditation and closing ceremony

Departure day

Morning meditation and yoga based mindful movement practice
 Departure

Module	Contact Hours with SYT/ CL2	Contact hours with other teachers/specialists	Non-Contact Hours	Total Hours

TOTAL HOURS Module 2 Pre-course study and TTR2 Advanced training, 11 day residential retreat.	73	20	10	103
<p>TTR2 Pre-course Study (non contact) Reading Teaching Mindfulness, A practical guide for Clinicians and Educators by McCrown, Reibel and Micozzi Reading A Clinician's Guide to Teaching Mindfulness by Christiane Wolf and Greg Serpa Reading Mindfulness-Based Cognitive Therapy for Depression by Zindel Segal, Mark Williams and John Teasdale (2nd edition) Reading and practice teaching with the Mindful Academy MBSR 8 Week Course Session Plans Meditation and Journaling 6 out of 7 days a week for 8 Weeks</p> <p>Arrival Day Welcome to the course and Opening Meditation</p> <p>TTR2 Day 1: Deepening Teaching Mindfulness Meditation Morning meditation and yoga based mindful movement practice Deepening Teaching Mindfulness Meditation Aims and objectives of TTR2 Mindful Academy MBSR 8 Week curriculum & comparisons The pre-course participant interview - important health and wellbeing considerations Teaching development with the MBI-TAC's - how to use now and in future The 6 domains from the MBI-TAC</p>				
<p>TTR2 Day 2: Session 1, What is Mindfulness Meditation? Morning meditation and yoga based mindful movement practice Session 1, What is Mindfulness practical Teaching Methodology for Session 1 including skills needed to deliver the Session Plan Session 1 Teaching Practical - Student teaching practical and MBI-TAC formal assessment of Session 1, What is Mindfulness? in small groups</p>				
<p>TTR2 Day 3: Session 2, Gathering the Scattered Mind - Coming to our Senses Morning meditation and yoga based mindful movement practice Session 2, Gathering the Scattered Mind - Coming to our Senses, practical. Teaching Methodology for Session 2 including skills needed to deliver the Session Plan Session 2 Teaching Practical - Student teaching practical and MBI-TAC formal assessment of Session 2, Gathering the Scattered Mind - Coming to our Senses, in small groups</p>				
<p>TTR2 Day 4: Session 3, What is Stress? learning about our patterns of reactivity to Stress Morning meditation and yoga based mindful movement practice Session 3, What is Stress? learning about our patterns of reactivity to Stress practical Teaching Methodology for Session 3 including skills needed to deliver the Session Plan Session 3 Teaching Practical - Student teaching practical and MBI-TAC formal assessment of Session 3, What is Stress? learning about our patterns of reactivity to Stress, in small groups</p>				

TTR2 Day 5: Session 4, Coping with Stress, Responsive/Reactive Modes of mind

Morning meditation and yoga based mindful movement practice

Session 4, Coping with Stress, Responsive/Reactive Modes of mind practical

Teaching Methodology for Session 4 including skills needed to deliver the Session Plan

Session 4 Teaching Practical - Student teaching practical and MBI-TAC formal assessment of Session 4, Coping with Stress, Responsive/Reactive Modes of mind, in small groups

TTR2 Day 6: A Mindful Life Day, Silent Meditation and Yoga based Mindful Movement Retreat.

Practice and Training day, including yoga based mindful movement and Inquiry.

TTR2 Day 7: Session 5, Mindfulness of Thoughts

Morning meditation and yoga based mindful movement practice

Session 5, Mindfulness of Thoughts practical

Teaching Methodology for Session 5 including skills needed to deliver the Session Plan

Session 5 Teaching Practical - Student teaching practical and MBI-TAC formal assessment of Session 5, Mindfulness of Thoughts, in small groups

TTR2 Day 8: Session 6, Mindfulness of Emotions

Morning meditation and yoga based mindful movement practice

Session 6, Mindfulness of Emotions practical

Teaching Methodology for Session 6 including skills needed to deliver the Session Plan

Session 6 Teaching Practical - Student teaching practical and MBI-TAC formal assessment of Session 6, Mindfulness of Emotions, in small groups

TTR2 Day 9: Session 7, Cultivating Compassion

Morning meditation and yoga based mindful movement practice

Session 7, Cultivating Compassion practical

Teaching Methodology for Session 7 including skills needed to deliver the Session Plan

Session 7 Teaching Practical - Student teaching practical and MBI-TAC formal assessment of Session 7, Cultivating Compassion, in small groups

TTR2 Day 10: Session 8, A Mindful Life

Morning meditation and yoga based mindful movement practice

Session 8, A Mindful Life, Teaching of relevant parts of Session 8

Practice teaching of the core practices and 3SBS with peer feedback

MBSR course plus Marketing

Taking the next step - Working with, Mentoring and support for your Teaching career.

Supervision and using MBI-TAC for ongoing development.

Formal 1 to 1's with assessment feedback

Final Meditation and closing ceremony

Departure day

Morning meditation and yoga based mindful movement practice

Departure

ATTENDANCE

To graduate as a certified MBSR Meditation Teacher with Mindful Academy you must attend both of the residential, 11 day retreats called TTR1 and TTR2, and reach the required standard of teaching.

- These courses are NOT attendance courses and to graduate you must have reached required levels of competence in mindfulness based class based teaching during course assessments
- TTR1 counts as ongoing Continued Professional Development (CPD) and as such can be taken as a stand alone course for those wishing to include the core practices of MBSR Meditation into their professions.

EVALUATION PROCEDURE & GRADING CRITERIA

The evaluation procedure will be ongoing. During seven out of ten days the students will receive training on delivering the core meditations in the morning and every afternoon students will practice guiding the same core meditations in small groups. During these practicals the students will be assessed and feedback given using the Mindfulness-based Meditation Teaching Assessment Criteria or MBI-TACs.

<http://mbsr.website/mbi-tac>

These criteria were developed by trainers at CMRP Bangor in collaboration with colleagues at the University based mindfulness centres in Exeter and Oxford and also further development by Mindful Academy. The mindfulness-based master's programmes within the UK use these criteria to assess teaching practice skills, and they are also being adopted by training organisations in Europe and the USA.

Our course has been set out to exceed the industry Good Practice Guidelines and Meditation Teacher Training Pathway requirements.

<http://mbsr.website/good-practice-guidelines-teaching-mindfulness-based-courses>

REQUIRED PRE COURSE STUDY

MBSR Pre-course study.

Reading the 4 pre-course books (2 per training)

Completing pre-course MBSR Meditation practices using the MP3's provided with completion of a Reflective MBSR Journal.

With the provided TTR1 Pre-course study guide, you are asked to undertake both Personal and Professional preparation as part of your Teacher Training Pathway (TTP)

Personal Practice -

To help you deepen your personal practice, please listen to all the MP3's. We would recommend that you spend a week with each before moving onto the next. The guide also includes some suggestions on keeping a Reflective MBSR Mindfulness Meditation Journal as we recommend you journal on your experiences after each practice. This self-study is part of the required training hours and goes towards your graduation certification. It is to help you prepare for the course so please complete the assignments and we also ask that you increase your daily mindfulness practice to 30-45 min/day between now and the course

2. Professional preparation -

We have also given you access to a copy of our MBSR Meditation Scripts which is one of the documents you will be using during this TTR1 Foundation training. Please download it from the same page. You don't need to print the scripts as we will be giving you a copy on arrival in Solterreno, however please take time to read and absorb the following sections -

- Notes on Guiding Mindfulness Meditation Practices and
- Key Learning and Elements to consider when Guiding Meditations.

To help your prepare for this, after reading the first section of the scripts as outlined above, you should also practice guiding out loud to family and friends before you arrive as this will help grow your confidence and prepare you for the course.

During the final 8 weeks run-up to the TTR1 and TTR2 you will also receive a weekly email from us to help you focus on preparation for the course.

In addition to the self-study, and in order to adhere to the Mindfulness Best Practice we strongly recommend you sign up for **Supervision sessions** as part of your preparation to support both your own practice and teaching practice. In particular, a session on receipt of the pre-course study information would be beneficial to get you started. For more information, please visit <http://mbsr.website/supervision>

Please remember that participation on a Teacher lead MBSR Meditation 8 week programme over 8 weeks is a requirement of the Meditation Teacher Training Pathway

ACCREDITATION

On successful graduation from both modules you will be authorised to use the letters AMT (Accredited MBSR Meditation Teacher) and be eligible to join our registry of MBSR Meditation Teachers. As an Accredited Teaching Provider (ATP) you will also be eligible (at your own cost) to register with the UK Yoga Alliance as a 200hr Registered Teacher should you wish.

Ongoing Continued Professional Development (CPD) courses are available including MBSR Meditation Retreats, Mindfulness approaches to Pain and Illness and Mindfulness for Depression.

Our teacher training course has met the stringent requirements set by Yoga Alliance Professionals. Our graduates are trained to the highest standard and are eligible to register with Yoga Alliance Professionals.”

Mindful Academy Solterreno

MBSR Mindfulness Meditation Teacher Training Course

Practice Experience

This professional training course is intended for participants who:

- Have a well-established personal meditation practice (not necessarily Mindfulness Meditation) of 2 years and a minimum 5 times per week.
- A desire to discover how to apply mindfulness in everyday life.
- Plan to or are teaching/integrating MBSR mindfulness-based Stress Reduction approaches in their work.
- Be at least 25 years old. You do not need to be a Yoga or Meditation Teacher to apply to take the course.
- Have attended a MBSR 8 week programme over 8 weeks, or in retreat format or 1-1 Distance Learning course with us via Skype/Zoom

Booking

The 2017 price is 1.995 euros for the TTR1 11 day residential course, this includes all tuition, accommodation and meals. To secure your space we ask that you pay a 600 euro non-refundable deposit. The balance of 1.395€ payment is then due six weeks before the course.

This includes -

- 11 nights same sex shared accommodation at the Solterreno Retreat Centre
- 3 vegetarian meals per day
- Tea, water and fresh fruit
- All tuition, core practice MP3's, course manual including scripts,
- TTR2 Only - MBSR 8 Week Stress Reduction course Teacher Lesson Plans and MBSR Participant Handbook
- Certificates -
 - Certificate of attendance after Teacher Training Retreat 1 (TTR1) confirming 100hrs of training

- MBSR Teacher with Mindful Academy Certificate confirming 200hrs of training on successful completion of both TTR1 and TTR2
- Shared transfer from Orba at 17.00hrs on arrival day and return to Orba after breakfast on the last day
- Ongoing mentoring by email

Not included:

- Not included the costs of travel.
- Not included your own travel and health Insurance.



**Terms and Conditions for Training courses, CPD courses and Retreats with
Mindful Academy Solterreno.**

1. All payments to Mindful Academy Solterreno are in Euros.
2. Due to demand, on acceptance to a Residential Mindful Academy Teacher Training, CPD course or Retreats we can only hold a provisional space for 7 days.
3. To secure your space on a Residential Mindful Academy Solterreno Teacher Training Courses, CPD courses and Retreats a 600 euro deposit is required to . *This deposit is non-refundable and non-transferable in any circumstances.*
4. In the case of Mindful Academy Solterreno Teacher Training, CPD courses, and Retreats the balance of payments must be paid *at least six weeks* (42 days) before the start of the Course. If payment is not received your space may be cancelled and we are unable to return deposit payments.
5. Mindful Academy Solterreno requires full payment for the Live Online 8 week MBSR course on acceptance and agreement of dates and times. You may withdraw your application 8 weeks prior to the course commencement date, at which point you will be offered a refund, minus a 25% admin fee. If you cancel the course within eight weeks of the course commencement date, no refund will be offered. Please note, dates for sessions cannot be changed.
6. If you wish to cancel your Residential Mindful Academy Solterreno Teacher Training Courses, CPD courses and Retreats within 0-41 days of the start date we are unable to give a refund of the balance payment unless there is a waiting list for the event and we can transfer your booking to another applicant. In the unlikely event that we are able to fill your space, we will either move your booking to a new course dates (subject to availability) or refund your balance payment less a 20% administration fee. Please note, the deposit payment is not refundable or transferable in any circumstance.
7. If for some reason you begin a Mindful Academy Solterreno Residential Training course, CPD course or Retreat and cannot finish for whatever reason (we understand that things happen) we will not be able to refund your fees, however, we will allow you to transfer onto the next Residential Mindful Academy Solterreno

Training course, CPD course or Retreat subject to availability. In this case you would need to pay a 20% administration fee and any new accommodation costs.

8. If taking a Mindful Academy Solterreno Teacher Training course as Modules, they must be completed in numerical order, unless prior written authorization by Mindful Academy has been given.
9. Mindful Academy has met the stringent requirements set by Yoga Alliance Professionals, demonstrating that our courses are of the highest standard and that graduates of the full 200hr Mindfulness Meditation MBSR Teacher Training may use the Yoga Alliance Professionals title "Registered Meditation Teacher" as a sign of quality training. It is your responsibility to check that any qualifications given by Mindful Academy Solterreno are accepted in the Country that you wish to work in.
10. In order to receive your 200hr Mindfulness Meditation MBSR Teacher Training Course certificate you must complete the full Training to the required standards outlined in the Mindfulness-based Teaching Assessment Criteria (MBI-TAC) including all pre-course work. On graduation you will be eligible (at your own cost) to register with the Yoga Alliance Professionals if you so wish.
11. We withhold the right to change prices without notice.
12. Mindful Academy Solterreno and Solterreno Retreat Centre have strict no drugs policy, failure to comply would result in you being asked to leave the Course or Retreat.
13. All extras (massage etc) must be paid for before you leave.
14. We require everyone attending a Residential Mindful Academy Solterreno Teacher Training, CPD courses, Retreats and 1-1 Distance Learning course to complete the Student Application form giving full details of your experience, certificates and any health concerns prior to booking.
15. Mindful Academy Solterreno and Solterreno Retreat Centre cannot accept liability for cancellations, delays or changes caused by war, threat of war, closure of airports, civil strikes, industrial action or natural disaster or other events outside of our control.
16. Mindful Academy Solterreno and Solterreno Retreat Centre cannot accept liability for participant's medical conditions which may develop during or subsequent to the course. Loss of, or damage to personal property of participants.
17. In the unlikely event that Mindful Academy Solterreno cancels your course, 100% of your deposit and payments will be returned.
18. Where a teacher is unavailable we will make every attempt to replace with a teacher of similar professional standard.

19. In order to participate in the Residential Mindful Academy Solterreno Teacher Training, CPD Courses and Retreats, all participants must have comprehensive travel, cancellation and medical insurance in place prior to travel.
20. Any photo's taken during the Residential Mindful Academy Solterreno Training Course, CPD and Retreats are the property of Mindful Academy Solterreno and may be used for promotional purposes, it is your responsibility to advise in writing if you do not want your photo taken and used in this way.
21. Feedback given to Mindful Academy Solterreno by email or on a Course or Retreat feedback form may be used to as promotional material on the Mindful Academy, Mindfulness Spain, venue websites and other promotional websites. It is your responsibility to advise in writing if you do not want your feedback to be used publically.

PLEASE NOTE - *By booking and paying the deposit for your Residential Mindful Academy Solterreno Training course, CPD course, Retreat or Live Online 8 Week MBSR Course, you are agreeing to the above points that constitute the Mindful Academy Solterreno general terms and conditions.*

Refund Policy

- Payments

The 2017 Price is 1.995 euros per person for each of the 11 day residential course modules.

This is made up of the initial non-refundable deposit of 600€ and then the balance of 1.395€ due 6 weeks before the start of the training course.

- Student Pulling Out of Course

If you wish to cancel, the initial deposit is non-refundable. Within 0-41 days of the start date we are unable to give a refund of the balance payment unless there is a waiting list for the event and we can transfer your booking to another applicant. In the unlikely event that we are able to fill your space, we will either move your booking to a new course dates (subject to availability) or refund your balance payment less a 20% administration fee. Please note, the deposit payment is not refundable or transferable in any circumstance.

If for some reason you begin a Mindful Academy Solterreno Residential Training course, CPD course or Retreat and cannot finish for whatever reason (we understand that things happen) we will not be able to refund your fees, however, we will allow you to transfer onto the next Residential Mindful Academy Solterreno Training course, CPD course or Retreat subject to availability. In this case you would need to pay a 20% administration fee and any new accommodation costs.

Procedure on how to make a cancellation

To make a cancellation the student needs to write to Bodhin at bodhin@solterreno.com.

Cancellation of Course:

In the unlikely event that Mindful Academy Solterreno cancels your course, 100% of your deposit and payments will be returned.

Where a teacher is unavailable we will make every attempt to replace with a teacher of similar professional standard.

Code of Conduct for Mindful Academy Solterreno

200hr Mindfulness Meditation Teacher Training

Dear (students name)

Thank you for joining the 200 hour Mindful Meditation Teacher Training programme. We hope you enjoy the course and find it informative and inspiring. In order to maintain high standards and ensure that we keep our good reputation, it is important that you reach a certain minimum standard. Whenever we feel that this is not the case, we will talk to you personally and try to put things right. The assessment and coaching is on a continuous basis and you are expected to attend and take part in all training sessions, and complete the course self-study.

To help you develop, you will receive constructive feedback on your progress and be formally assessed 2 times with one-to-one feedback with Bodhin Philip Woodward, Director of Training. Students who do not meet the required standards will be asked to improve on the areas of development, and demonstrate that they have done this, before being issued with a certificate. All successful students can be registered on our database of accredited Mindful Meditation Teachers.

This Code of Conduct is a summation and declaration of acceptable, ethical, and professional behavior by which all Yoga Alliance Professionals Registered Meditation Teachers agree to conduct the teaching and business of Mindfulness Meditation.

As a Registrant of Mindful Meditation Teacher Training, I agree to uphold the ethical goals set forth in the following Code of Conduct:

1. To ensure that safe and effective teaching is available to the public.
2. To provide the public with access to safe and effective Mindful Meditation Teachers.
3. To maintain and uphold the traditions of Mindful Academy. To teach Meditation from the experience of these traditions and to disseminate these teachings to anyone, from any background, who earnestly desires to follow these traditions.
4. Uphold the integrity of my vocation by conducting myself in a professional and conscientious manner.
5. Acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment, or direction.

6. Create and maintain a safe, clean, and comfortable environment for the practice of meditation.

7. Encourage diversity actively by respecting all students regardless of age, physical limitations, race, creed, gender, ethnicity, religion affiliation, or sexual orientation.

8. Respect the rights, dignity, and privacy of all students.

9. Avoid words and actions that constitute sexual harassment.

10. Follow all local government and national laws that pertain to my Meditation teaching and business.

I agree to comply with the conditions and requirements as set out in the course curriculum, and accept that failure to do so will disqualify me from any accreditation. I furthermore vow to uphold the standards of the teachings I have been given, and to maintain and promote the good name of Meditation at all times. I accept that failure to do so may lead to the annulment of any accreditation obtained from the Mindful Academy Solterreno Mindful Meditation Teacher Training.

Print
Name _____

Course and starting
date _____

Signed and
dated _____

Mindful Academy Grievance Procedure

What is a grievance or complaint?

A complaint is an expression of dissatisfaction, either written or spoken. A complaint can be made by an individual or a group. You may wish to complain if you are not satisfied with the way you have been treated, the service you have received or the tuition you have received from your teacher.

Principals

Mindful Academy Solterreno recognises that complaints are an important part of customer's feedback.

- All complaints will be investigated fully and fairly.
- Complaints will be dealt with in confidence. The only exception to this is when others could be put at risk by matters referred to in the complaint.
- If the complainant is not happy with the result of the response to the complaint, they will have the right to appeal to the teachers' industry body such as Yoga Alliance Professionals.

Mindful Academy is committed to ensuring that its services, products and courses are of the highest quality. The complaints procedure enables Mindful Academy to respond clearly and properly to complaints and to know when and why people are not satisfied with its services and courses, so that they can improve them.

Complaints about Mindful Academy Solterreno MBSR Mindfulness Meditation Teacher Training Course

There are three stages that you can follow to try to resolve the issue. We will always try to resolve any complaint as soon as possible.

You may wish to involve an advocate, friend or someone else to support you at any stage. If you need a sign language or community language interpreter, please let the person dealing with the complaint know and every reasonable effort will be made to provide it.

Stage One:

Speak to the individual(s) concerned and try to resolve the complaint informally on the day.

If you are not satisfied with the response you have received, try to resolve the issue by following stage two.

Stage Two:

Outline the details of your complaint by letter or email and send it to the Bodhin Philip Woodward, Director of Training at bodhin@solterreno.com who will investigate the complaint. Your complaint will be acknowledged within 3 working days from the date it is received. The response will contain the following information:

- Name of the person who will investigate the complaint
- The date(s) that the incident happened
- What support you can expect to receive during the process of the complaint
- An expected response date

In fairness to all parties and to ensure the investigator is able to investigate the complaint in an open and meaningful way, we cannot guarantee your anonymity. In exceptional cases, however, where a child or vulnerable adult is involved, in accordance with national guidelines and good practice the identity of individuals at risk will be protected.

When the person(s) who are dealing with the complaint, have had an opportunity to review it, they will write to the tutor or person about whom the complaint has been made. The letter will outline the main elements of your complaint and ask for a full written response.

At this point, if further relevant information comes to light, you may be asked for your comments to ensure the investigator has a balanced understanding. When your response has been received, the investigator will consider all the information available to them and make a decision.

The response will include the following information:

- Details of the investigation
- A decision about whether the complaint was upheld or not
- The reason for the decision
- The re-dress, if appropriate, which will be offered to you, for example, an apology, additional help or directing you to other sources of advice or support
- Any other action that may be taken in light of the complaint
- If it is not possible to provide a full answer to your complaint within 30 working days, the letter will outline reasons why and give a date by which a full answer is expected.

Stage three:

If you are not satisfied with the response to your complaint then outline the reasons for your dissatisfaction by letter. Email this to Yoga Alliance Professionals (if the teachers are Yoga Alliance Professionals accredited). This information will be provided in response to Stage two.