

Facilitator's Guide

Facilitator: [Your Name]

Date: [Submission Date]

Training Title: Defining Happiness: Insightful Reflections to Increase Happiness by 5%

Training Description: This is a project created to assist with a company's initiative to promote wellness as a part of the company culture. This is a 30 minute Virtual Instructor Led Training (VILT) which could also be implemented in person at a later date.

1. Training Objective(s)

- Learners will define a definition of happiness and locate opportunities to intentionally increase enjoyment.

2. Lesson Outline

- As learners arrive to the Zoom Meeting room, utilize the chat to announce that class will wait 5 minutes for late-comers who may be experiencing a difficulty with their technology. During this time, you may engage in light-hearted, casual conversation or play some waiting music. (5 minutes)
- Greet learners and introduce yourself as the facilitator for this training that is a part of the company's initiative to promote wellness as a part of the company culture. (1 minute)
- Explain that the training will be insightful and provide one exercise for use in daily life to increase life contentment and that you will practice this exercise with them today. (1 minute)
- Share your screen displaying your presentation using Zoom's screenshare function and present your content (30 minutes)
 1. Presentation & Lecture
 2. Poll Survey - Do you believe it is within your control to increase your life contentment?
 3. Presentation & Lecture
 4. Poll Survey - How Would you rate your overall happiness? (scale of 1 [not happy] - 10 [very happy])
 5. Practice Exercise - Nathaniel Brandon's "Incomplete Sentence Stem" Technique
 6. Lecture & Poll Survey - What is your level of confidence that you are able to find opportunities to increase your happiness?
 7. Discussion & Dismissal

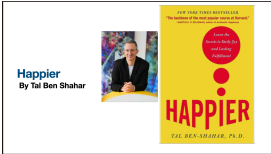
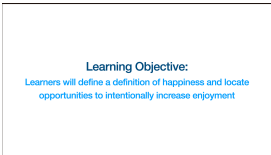
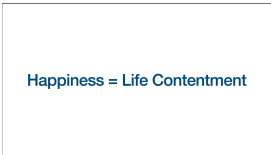
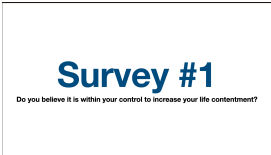
3. Materials & Equipment Needed

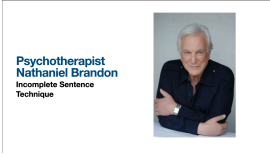
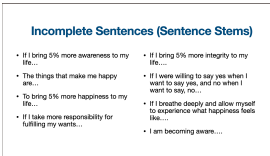
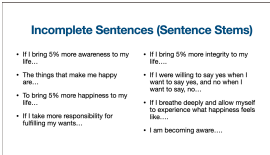
- Laptop
- Laptop mic
- Reliable Internet Connection
- Zoom Account with Poll Survey feature

4. Preparation Checklist

- [] Make sure that your internet is working.
 - [] Make sure that the sound is working.
 - [] Make sure that the background music is loaded that you will play while waiting for latecomers
 - [] Make sure that your Poll Survey questions are ready to be activated as the presentation is given and that there are no typos.
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5. Lesson Outline & Timing

Duration	Slide Number and Topic or Activity Title	Slide Image/ Participant Activity	Facilitator Notes
5 min	Slide 1		Display as learners arrive. Welcome learners to training and let them know you are giving folks 5 minutes to finagle their technology.
2 min	(same as above)	(same as above)	Introduce yourself. Inform learners about the company's purpose for providing this training.
1 min	Slide 2		"The research for this lecture has sourced from many reputable published books, scholarly articles, podcasts, and subject matter expert interviews, but the context of this lecture primarily comes from this book: Happier by Tal Ben Shahar."
1 min	Slide 3		My hope is that each of you walk away from this session with a definition of happiness that feels tangible and a practical way to identify the most annoying instances in your routines so that you can intentionally make them more enjoyable. I hope you come away with insightful reflections to make your life even 5% happier.
1 min	Slide 4		"Let's start with defining 'happiness' for this lecture. Because the term 'happiness' has so many connotations, I want you to think of happiness as a term synonymous with 'life contentment.'"
30 sec	Slide 5		Activate the first poll using Zoom's survey feature. "Let's take a poll of the class to get us started and gauge how everyone feels about how well they can

			control an increase in their life contentment!”
1 min	Slide 6		“Now that we have a general sense of how we all feel about our power to increase our own happiness, let’s explore what barriers might block our ability to believe that we have that kind of power. There are a lot of misconceptions out there about what would make us more content with our lives and one misconception that Tal Ben-Shahar talks about in his book is the misconception that money will make you happier. Much research has been done to examine this idea and there is actually a cap on how much more money increases life contentment.”
1 min	Slide 7		“So how can we make our lives happier? Tal Ben-Shahar introduces the work of psychotherapist Nathaniel Brandon and his ‘incomplete sentence technique’ as an exercise to help people locate opportunities within their thought patterns and behavioral routines to increase their life contentment. By answering the following 8 ‘sentence stems’, you may find insightful answers that help you realize limiting beliefs that cap your life contentment.”
2 min	Slide 8		“Take a look at these 8 Sentence Stems briefly. We are going to take a quick poll survey first before you finish these ‘sentence stems’ for yourself either with pen and paper or on your smart device, but I want you to briefly look these over just so you know what’s ahead.’
30 sec	Slide 9		“Now let’s take a brief poll survey to gauge our current state of life contentment.”
10 min	Slide 10		“On a piece of paper or on your smart device, take the next 10 minutes and answer these questions for yourself to yourself.”
5 min	Slide 11		“Using psychotherapist Nathaniel Brandon’s ‘Incomplete Sentence Technique’ to uncover the ways in which you may be accidentally inhibiting your own joy is an

			exercise that you can periodically repeat. Life changes can often bring about shifts in thinking and doing that can erode some of your life contentment if you aren't actively monitoring it. It's important to always stay aware of the things you can affect, the opportunities you can capitalize on to make sure that even your most annoying life instances can be even just 5% more enjoyable. Let's take our final poll survey: Poll Question #3: What is your level of confidence that you are able to find opportunities to increase your happiness? I would now like to open the floor for anyone who would like to share any thoughts or reflections that they had about experiencing that 'Incomplete Sentence' Technique before we end our time. Dismiss them.
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