


# Corporate Cognitive Performance



Widely used in high-pressure environments, cognitive performance is now considered an indispensable management tool.

## Powerful programs to increase executive functions in organizations

**Metaconsciousness** offers a range of programs to optimize the executive functions of managers and employees at all levels, individually or in groups, in the workplace.



### **Lasting changes**

Make tangible and lasting changes within your organization.



### **Tailored programs**

Take advantage of programs with measurable goals to evaluate progress.



### **Combined expertise**

Benefit from the solid management and metacognition expertise of Metaconsciousness.

# Make your business resilient in pandemic times and beyond

Before COVID-19, few SMEs had ever lived through a pandemic. Even in normal times, the business world is unpredictable, but businesspeople have learned to manage its “normal” fluctuations and adapted to them. The COVID-19 crisis, however, has brought to light critical flaws in the foundations of countless businesses of every size.

In a normal business environment, we might never have noticed most of these flaws, but the circumstances surrounding COVID-19 have revealed them. So, what happens now?

Even if we begin to see a drop in the number of COVID-19 cases, governments will endeavour to prevent new outbreaks. Lockdown measures may remain in place in one form or another.

## **Be prepared, now and always!**

The first step is to accept the fact that it is almost impossible to know how long this period of uncertainty will last. Things will probably never return to how they were before. The severity of the disruptions to companies, consumers and governments will make people rethink how they conduct business.

Some pundits maintain that we will experience other pandemics in our lifetime. Panicking is not an option. When faced with the unknown, our best approach is to be prepared. What can we do, not only to overcome the current COVID-19 pandemic but to come out of it better and stronger than ever? We can take special care to ensure our own cognitive performance, to develop a place for informed decision making, understanding and learning, and perspective and innovation.



# Proposal

In situations such as this, businesses can turn to Metaconsciousness to implement a cognitive performance program in the workplace. This transformational learning program will provide the entire team with group skills to cope, especially with chronic stress. Making core improvements to how we impact within and outside an organization requires that the brain's cognitive faculties associated with executive functions are fully operational. During a time of pandemic, the need is even greater to reduce our stress level as much as possible and increase our attention level for maximum performance at all times.

## Overall training objective

To develop the performance and productivity potential of individuals, teams and the organization.

## Specific training objectives



Lead participants to reflect on their attitude to work, way of performing tasks and response to new and complex situations



Enable individuals to evaluate their effectiveness using practical tools



Help participants expand their perception of their own goals, challenges and issues



Propose new behaviours and attitudes that will make them more productive in all spheres of their life to achieve their goals



Test these new behaviours and attitudes to fully enjoy the benefits in a real and rapid way

# Methodology

## Prior to training

**1. Meeting to discuss the challenges, issues and goals targeted by the team's training.**

**2. Development of tools and exercises aimed at:**

- Optimizing individual performances during the pandemic
  - Acquiring new self-management skills
  - Improving interpersonal communications within the team
  - Implementing emotional intelligence principles
  - Strengthening team spirit
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## During training

The training program revolves around regular meetings (weekly, bi-weekly or monthly) of approximately two hours in which participants are invited to reinforce what they have learned through practical applications during and between the meetings. Sessions include guided practices at the beginning and end of the session, individual activities, group and individual exercises, and material developed to help participants evaluate their personal behaviour when performing professional tasks and within the organization.

**1. Suggested activities**

- Case studies
- Guided live and offline practices
- Individual and group exercises
- Mindfulness exercises
- Effective interpersonal relationships
- Self-reflections
- Subgroup reflections
- Group discussions
- Review takeaway practices

**2. Educational material and tools**

Various educational tools are used and distributed at every training session, and reinforcement exercises are planned at each stage. The aim is to establish a solid base for participants and reinforce what they have learned to help them transform and quickly adopt new behaviours and attitudes within the team. The goal is to implement these new behaviours and attitudes to optimize the long-term performance of the organization.

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## After training

A report detailing what was learned, general stress levels, level of presence, and overall objectives and qualitative comments of participants' satisfaction will be prepared and presented.

# Structure of the training program

The 16-hour program consists of two-hour sessions in which a theme is discussed and experienced by participants during the session and between sessions. The program and specific themes use proven best practices found in large institutions.

## Themes

### Session 1

**Introduction to Cognitive Performance, Metacognition and Self-regulation.**

### Session 2

**Well-being & Resilience** – Develop the ability to observe the effect of issues and challenges and practice self-regulation – Discover self-observation techniques and develop strategies to control stress and its effect on work.

### Session 3

**Creativity & Innovation** – Acquire new skills to foster innovation during new and complex situations – Introduce an environment where psychological safety is conditional on coming up with innovations – Understand the creative process.

### Session 4

**Productivity & Efficiency** – Develop self-awareness at work, differentiate between being busy and being productive – Analyze one's work organization, identify gaps and prioritize an agenda to perform professional tasks optimally.

### Session 5

**Emotional Intelligence** – Introduce and measure emotional intelligence at work and analyze and develop its four components: self-awareness, self-regulation, positive perspective and empathy, and social skills

### Session 6

**Empathy & Compassion** – Learn how being compassionate can help one's career grow and how many of today's successful leaders rely on compassionate leadership to flourish in their field.

### Session 7

**Diversity & Inclusivity** – Research has demonstrated a lot of advantages of a diversified and inclusive workplace, including higher revenue growth, greater readiness to innovate, increased ability to recruit a diverse talent pool, and five-times higher employee retention. The session will use exercises and activities to raise awareness of and minimize natural bias.

### Session 8

**Best Practices for Work** – Review the practices and exercises of the program with the team – Prepare an action plan for each participant to ensure personal integration of teachings into tasks – Establish processes to ensure the development of a long-term continuous program in the organization.

- 1 Performance
- 2 Well-being
- 3 Creativity
- 4 Efficiency
- 5 Intelligence
- 6 Compassion
- 7 Inclusion
- 8 Sustainability



# Evaluation methods

Measurement	Frequency	Elements	Tools
<b>Stress level</b>	Program start and end	Individual and organizational stress levels (low, average, high)	Perceived Stress Scale Questionnaire
<b>Presence and attention levels</b>	Program start and end	Individual and organizational attention levels	Mindful Attention Awareness Scale Questionnaire
<b>Personal objectives</b>	Program start and end	Measurable objectives targeted by participants	Questionnaire setting personal objectives
<b>Learning, knowledge, skills, abilities</b>	Program start and end	Individual knowledge acquired	<ul style="list-style-type: none"> <li>• Participants' self-evaluation</li> <li>• Feedback on the sessions</li> </ul>
<b>Participants' satisfaction</b>	Program end	Participants' level of satisfaction with the program	Evaluation questionnaire of the training program
<b>Transfer of learning within the organization</b>	Three months after training	Effects of the program on the organization	Quantitative and qualitative report of the program's benefits



# Biography of trainers



## **Lucie-Anne Fabien CMMI, APR, FCPRS**

Founding-President  
Metaconsciousness

 [see profile here](#)

Lucie-Anne has some 30 years of wide-ranging experience in communications, public relations, marketing and business development as a seasoned manager, professional, consultant and teacher. From 2003 to 2018, she was a lecturer in the executive MBA program at UQAM. Coupled with this teaching experience, her practical career and training in communications at senior levels enable her to provide coaching, training and consultation in communication management to business leaders and their organizations.

An accredited instructor in metacognition and mindful leadership, Lucie-Anne has been an active practitioner for more than eight years and has participated in more than 15 programs on mindfulness and coaching in Canada, the United States and Europe. She founded Metaconsciousness in 2017 to provide solutions for leadership, mindfulness at work and integral development coaching to heads of organizations. Lucie-Anne is an accredited trainer (no. 0052568) under the Quebec government's Act to promote workforce skills development and recognition.



## **Audrey Parent CMMI**

Vice-President  
Metaconsciousness

 [see profile here](#)

Audrey holds a bachelor's degree in psychology and is currently completing her master's degree. She also holds two accreditations from the McLean Meditation Institute in California, as a MMI mindful trainer and mindfulness at work trainer. Audrey has also been working for the last three years as a project manager for an American organization with offices on five continents, and worked three years in a family finance business as the right-hand person to the president. Her desire to focus on her field of choice, psychology, led Audrey to Metaconsciousness, where she uses her proven skills to implement cognitive performance programs in organizations and for individuals. Audrey is also a certified yoga teacher.