Stress & Resiliency Skills for the Government Workforce

Also titled "Martial Arts for the Mind"

Gain clarity of mind and an increased capacity to meet and overcome life's challenges. This training provides both physical and cognitive techniques to overcome the negative impacts of stress, and to increase our capacity to bounce back from adversity.

Navy Seals use these techniques to calm intense fear before combat. Actors and athletes use them to reduce stress during performance. Learn how to stop the stress response before it arises, and to find effective ways to release it once present. You'll learn how to:

- Understand and communicate more sensitively with people without denying or sacrificing your own feelings
- Manage challenging work situations with greater calm and clarity of mind
- Release stress with simple relaxation, breathing, and meditation techniques that can be done in just a few moments
- Achieve significant relief from chronic pain, insomnia, and high blood pressure
- Enhance personal productivity. Focus the mind to achieve results more quickly and effectively amidst 24/7 hyper-connectivity and distractions

"This is the best stress management program we've ever offered in my 20 years at NASA."

 M. Glazer, Programs Manager, Ames Research Center, NASA

"Our attendees were captivated by your wonderful way of connecting deeply with them. The program was extremely engaging and powerful. The evaluations were some of the highest we have ever received. We recommend it highly."

—Francine Roby, Executive Director
San Francisco Bay Area Federal Executive Board

"This training program was especially helpful on how to handle yourself, so you don't let the slings, arrows, and other misfortunes that others may sling your way get you down.

It was rather liberating, in fact."

 John Lom, Deputy Chief Counsel, TTB Department of the Treasury

—Clients include—

NASA • U.S. Army
Treasury Executive Institute
Social Security Administration
DOE • DOJ • DOT
Stanford School of Medicine
United Nations • U.S. Forest Service
U.S. Post Office • GE • CBS
San Francisco Police Department
U.S. Naval Surface Warfare Center





David and Karen Gamow

David and Karen Gamow are two of the leading corporate stress and meditation trainers in the United States. They have personally trained over 30,000 people in these methods in a wide range of settings from high-tech to government. Their training has been an integral part of management development programs for NASA, SSA, and GE Healthcare. They have provided training for the military and UN peacekeeping support. The Gamows' presentations are consistently among the highest-rated trainings an organization provides its people. Authors of *Freedom from Stress*, their work has been featured in *Gannett News*, *Industry Week*, *Investor's Business Daily*, and *Money Magazine*.



240 Monroe Drive, #215 Mountain View, CA 94040 (650) 917-1186 • (925) 263-0015, fax karen@clarityseminars.com david@clarityseminars.com www.clarityseminars.com

David & Karen Gamow, Trainers & conference speakers

Learning and behavioral objectives Stress and resiliency training

- 1. Gain control over how you respond to others, especially in challenging situations.
- 2. Respond appropriately to interruptions, deadlines, and competing demands on time.
- 3. Gain mastery over your mind and emotions, so you can remain calm at the moment of conflict, and prevent situations from escalating.
- 4. Evaluate critical situations more clearly and impersonally.
- 5. Reduce the effects of negative emotions on decision-making.
- 6. Understand and communicate more effectively with difficult employees/colleagues.
- 7. Use breathing methods to increase mental focus, and reduce dependence on unhealthy methods of alleviating stress (anger, withdrawal, alcohol, caffeine, avoidance, etc.)
- 8. Achieve significant relief from insomnia high, blood pressure, pain, and other stress-related conditions that interfere with both productivity and on the job demeanor.
- 9. Enhance personal productivity. Focus the mind where you want it to go, to achieve results more quickly and effectively.

Instructional strategy:

The training is a combination of lecture, experience of techniques, Q & A, and voluntary interaction between the instructor and participants. Participants experience exercises and ideas as observers/scientists, and are encouraged to test them for themselves, in the classroom. The program is both entertaining and challenging, with the goal of a significant and dramatic shift in understanding and insight.

Course content:

The training consists of two approaches to stress: cognitive and physiological. The cognitive training culminates in a 4-step process developed at Harvard that helps participants break the cycle of responding to challenging situations in stressful or non-productive ways. Participants gain an understanding of the mind and its habitual, unconscious responses to external challenges, and also learn how to consciously choose a different response. To the extent that stress is a feeling of being out of control, stress is reduced as we gain mastery over our responses, even in small ways.

The second prong of the training is hands-on practice in a number of relaxation, breathing, and meditation techniques that are clinically proven to reduce stress and enhance mental focus. Participants are also trained to relax the body at will, relieve physical tension, and relieve or eliminate pain. Other benefits include reducing or eliminating insomnia, reducing blood pressure, and enhancing resilience.

National Aeronautics and Space Administration

Ames Research Center Moffett Field, CA 94035-1000



Reply to Attn of: DQH:218-2

Karen & David Gamow Clarity Seminars 240 Monroe Drive, Suite #215 Mountain View, CA 94040

Dear Karen & David,

I want to thank you for the exceptional job you did on the "Breaking the Stress Habit" course here at Ames today. It was even better than the first class, and that one was tremendously successful! Feedback on the evaluations from all participants has been so enthusiastic...8-10s on a scale to 10. Can't get much better than that. After the first class, one manager told me "It's the best thing I've ever taken at Ames," and he's been here almost 20 years.

I feel this is the best stress management program we've ever offered in my 20 years at the Center, and I'm thrilled that we have you on contract for two more classes before the end of the fiscal year. With the response as great as it has been (30 people signed up for the class today!) it's obvious there's a great need. I am confident that we can continue to offer our employees this practical training in life that provides effective tools they can work with, and not just a lot of talk.

People I've spoken with about the course have commented on feeling more focused, calm, and have experienced increased productivity that continued for weeks after the training. It's exciting to think that hundreds of employees will be trained in these life-affirming techniques all over Ames as we continue to offer this course. This could truly revolutionize Ames Research Center. At least, it will revolutionize many people's lives on a daily basis.

In the face of the constant uncertainty, reduction in force, budget cuts, and reorganization facing NASA, this course is exactly what everyone needs. I wish we could make it mandatory for all employees...Now that would be revolutionary! Please feel free to refer any potential clients in industry or government to me for a recommendation.

Sincerely,

Miriam Glazer, MA,

MPH Health Programs Manager



DEPARTMENT OF THE ARMY

HEADQUARTERS, 351ST CIVIL AFFAIRS COMMAND 1776 OLD MIDDLEFIELD WAY MOUNTAIN VIEW, CA 94043-1809

David and Karen Gamow Clarity Seminars 240 Monroe Drive, Suite 215 Mountain View, CA 94040

Dear David and Karen:

I wanted to drop you this thank you for the stress-reduction program you presented for my staff and other personnel who work in the Jones Hall United States Army Reserve Center (the "Center") in February. It's been several months since the training, and we are still feeling the positive results. I can easily identify the people who attended the course. As you know, this is a high stress environment, and the training has helped decrease stress significantly. It's been a great help in accomplishing what we need to get done here.

A pleasant surprise - even those who weren't able to take the course have benefited by the improved atmosphere. Somehow, it's rubbed off; they are also experiencing greater productivity and reduced stress. Having a core of trained people has benefited the whole Center. Even one person with calm energy in the face of challenge helps everyone to respond at their best.

We are constantly faced with challenges in this high operational environment. Currently, while we are preparing for the deployment of a substantial number of our soldiers, I feel we are better prepared to take what comes in stride and respond appropriately as needed.

On a personal level, it has helped me to put into perspective those areas that are otherwise stress inducers and deal with them in a productive, stress-reducing way. I have told several people about some of the techniques you use to view life in a way that helps the individual control life, instead of life controlling the individual.

I recommend your work highly. The staff and I thank you for bringing this training to the 351st Civil Affairs Command. Please feel free to use this letter and me as a reference.

Sincerely.

CHARLES R. PALMER JR. Supervisory Staff Administrator



San Francisco Bay Area Federal Executive Board

Ronald V. Dellums Federal Building 1301 Clay Street, 280 South Tower Oakland, CA 94612

David and Karen Gamow Clarity Seminars 240 Monroe Drive #215 Mountain View, CA 94040

Dear David and Karen,

Thank you so much for your half-day presentation on "Breaking the Cycle of Stress" at our Annual Administrative Professionals' Day. We had very little time to make this event happen, and relied on a strong recommendation from colleagues at the U.S. Department of Education to have you as one of the two main speakers for this full day event.

We did not know what to expect (we usually try to use only those presenters we have heard ourselves), but we, and our audience, were delightfully surprised. Our attendees reported being captivated from the start by your wonderful way of connecting deeply with an audience. The program was extremely engaging and powerful. Our Program Specialist planned to leave after the opening to return to the office, but she changed her plans to stay, and commented that it turned out to be one of the best events we've offered. Many attendees shared how helpful the training was, for both work and personal life. The evaluations showed very high ratings for your session—some of the highest we have ever received. For example, "This is the best all-day program I have ever attended and I have attended many. The speakers were fantastic. Thank you for making it happen!"

We also found your team very professional and easy to work with, especially since we approached you with a short lead-time to finalize details with our new audience and venue.

Your training was excellent and we would recommend it highly. We hope we have the opportunity to work together again someday.

Sincerely,

Francine Roby

Francine Roby

Executive Director

San Francisco Bay Area FEB



Stanford University Stanford Linear Accelerator Center

Operated for the U.S. Department of Energy by Stanford University

2575 Sand Hill Road, MS 11 Menlo Park, CA 94025 (650) 926-2265 (phone) (650) 926-4999 (fax) E-mail: erin@slac.stanford.edu Training Coordinator

David & Karen Gamow 240 Monroe Drive, Suite 215 Mountain View, CA 94040

Dear David and Karen,

Thanks to both of you for another superb session today! Your program has proven to be popular here. As always, we are receiving wonderful feedback.

A stream of people leaving the classroom thanked us personally, saying that this was the most beneficial training they ever attended. Typical of the comments we received was this enthusiastic evaluation: "Two thumbs up! This is a workshop not to be missed. It will change your life!" We pride ourselves on offering practical training to our people, so this is saying something, indeed.

Our employees are an extremely intelligent group of people, including some of the country's finest research scientists, and they gave this program top ratings. It's a big plus that the program is based on clinical research and that people can experience the results of the techniques first-hand. Even our traditional skeptics were won over.

We're very pleased to provide this training to our employees, and plan to have you back again soon. This program is very much needed, and it works.

Sincerely,

Erin M. Smith

Training Coordinator



201 W. Colfax, Department 1005 Denver, CO 80202 720-913-1999

To Whom It May Concern:

As a veteran Human Resources Director I am routinely solicited by training organizations offering to provide workshops on any number of topics. I was a bit skeptical, therefore, when Clarity Seminars approached me and offered to provide stress management training. I took a chance based on the recommendations of other City of Denver colleagues and I was glad I did.

David and Karen's stress management training is phenomenal! They know and understand the workings of the human mind, and can clearly convey techniques and tools to help all of us use it more effectively.

Employees are clamoring for help in managing stress. It's something every organization faces today, but it's rare to find a program that is effective. This program meets our employee's needs with solid, practical techniques and a very motivational, engaging program. The Gamows' easy presentation style coupled with an obvious deep knowledge of human physiology and psychology gives them great credibility with their audiences. Several people commented that it was the best training they had ever experienced and encouraged Human Resources to make this training mandatory for everyone in the department.

We look forward to bringing these benefits to more of our staff.

Jeanne Batey, Human Resources Director The Office of Economic Development City of Denver

(received by email)



NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA Marine and Aviation Operations Marine Operations Center 1801 Fairview Avenue East Seattle, Washington 98102-3767

David & Karen Gamow Clarity Seminars 240 Monroe Drive, #215 Mountain View, CA 94040

Dear David and Karen:

Thank you for providing your stress and leadership training to our officers at our Annual Fleet Administrative Management Seminar this past December. The program was very well received, not only by the attendees, but also by members of our senior leadership who sat in on your session as well. Everyone enjoyed the training and found it extremely useful. I understand there are active discussions about bringing this excellent training to more officers and staff within NOAA.

Our shipboard personnel work in a unique and challenging environment. These mental and physical challenges are diverse and handling them appropriately and effectively is critical to the success of a ship's mission, The skills you have provided us with will ensure we are more capable of adroitly tackling these challenges which surface everyday and from every quarter.

This was the first time we attempted any training of this type at our week-long Management Seminar, and my apprehension at trying it out on this no-nonsense crowd was great. However, about 60 seconds into your training, my apprehension disappeared along with my stress! Also, I was glad we started our week with your program. Throughout the remainder of the week, many participants and presenters referred back frequently to the ideas you shared with us. Finally, on top of work challenges, I know people often experience stress in their personal lives. Your training can also help in these areas, making it truly full spectrum and life enhancing.

In closing, I'd like to thank you again for your lively and engaging training. We all found it very effective and enjoyable (as reflected by the course critiques) and I recommend it highly. I'll be commanding a vessel later this year, and plan to have you on board at some point to bring this training to the entire crew.

Best Regards,

Lieutenant Commander Todd A. Bridgeman, NOAA

Deputy Chief of Operations

NOAA Marine Operations Center-Pacific



Center for Human Resources 1221 Nevin Avenue P O Box 4115 Richmond, CA 94804

David and Karen Gamow Clarity Seminars 240 Monroe Drive, Suite 215 Mountain View, CA 94040

Dear David and Karen,

It was a pleasure to introduce your training session at the Social Security Administration yesterday morning. I meant what I said to the group. Having taken your program last year, I knew they were in for a treat. I am still taking advantage of what I learned in your class, and find it very effective. The techniques you teach are easy to learn and do, and easy to practice anywhere.

Everyone needs to take time for training like this. People have a lot going on in their lives, and they also need to be prepared to meet new challenges. Your training offers invaluable skills for success in work, and in life. Thank you for the benefits your training brings to our employees in SSA. I am very pleased to recommend it.

Sincerely:

Brenda M. Paulin. Director Center for Human Resources

Social Security Administration



David and Karen Gamow Clarity Seminars 240 Monroe Drive, Suite 215 Mountain View, CA 94040

Dear David and Karen,

The day of your program, I said it was "awesome", and now I can say it in a few more words.

Thank you for your excellent presentation for our Chief Information Office Business and Investment Branch employees at our annual Branch meeting. We have been through several years of significant change in our staffing and our organization, with yet another major change happening now. It has been a period of significant consolidation and extremely high stress.

Your program was perfect and was just what we needed. It was lively, fun, and completely engaging, start to finish. It was remarkably effective, as well. People had reductions in pain and physical tension after just one period of exercises. Our Assistant Director was so satisfied with your seminar, that he addressed the 'teachings' many times during his presentations during the week. This was followed by many of our Branch presenters doing the same. I know many people are using the technique for overcoming insomnia. Your teachings on how to deal with difficult people at home and at work will be a life-saver!

I recommend your program for anyone — really, EVERYONE would benefit from it. You are performing a great service.

Thanks again for making a difference!

Sincerely,

GINA M. THOMAS

Chief Information Office/Business & Investment Branch

2008 Branch Conference Coordinator

USDA Forest Service



Treasury Executive Institute

U.S. Department of the Treasury 801 Ninth St. NW Washington, DC 20002

Lynne Feingold, Executive Program Officer lynne.feingold@do.treas.gov (202) 622-9322

Training program

Stress Management Skills for Leaders: Martial Arts for the Mind November 18, 2009

SES'ers attended this session from:

Department of Homeland Security
Internal Revenue Service
Secret Service
Bureau of Alcohol, Tobacco, & Firearms
US Geological Survey
U.S. Department of the Treasury
U.S. Department of Health & Human Services

Evaluation summary

Overall reaction to presenter:

Excellent: 21 (5 on a scale of 1-5) Very good: 4 (4 on a scale of 1-5)

Overall reaction to program:

Excellent: 20 (5 on a scale of 1-5) Very good: 5 (4 on a scale of 1-5)

Additional Testimonials

"This training program was helpful, not only in terms of how to deal with people who stress you out, but especially on how you handle yourself, so you don't let the slings, arrows, and other misfortunes that others may sling your way get you down. It was rather liberating, in fact."

> - John Lom, Deputy Chief Counsel, TTB, Department of the Treasury

"I just wanted to thank you for presenting such a cogent and much needed seminar for our residents. To become effective healers, we need to break our own cycle of stress so our compassion and skills are better able to pour out to help those in need."

 Robin Field, M.D., Ob-Gyn Residency Program Director, Kaiser Permanente, San Francisco

"Our employees include some of the country's finest research scientists, and they gave this program top ratings. It's a big plus that the program is based on clinical research and that people can experience the results of the techniques first-hand. Even our traditional skeptics were won over."

— Erin M. Sharata, Training Coordinator Stanford Linear Accelerator, Department of Energy

"After years of insomnia, I've been able to fall asleep immediately, and sleep all the way through the night again. Thank you!" -L. Stevenin, business owner

"The response to your program has been so enthusiastic, our company president asked to join in on last week's session."

-Lisa Vere, HR Manager, Rosendin Electric

"We have seen an immediate benefit from your seminar. People who have completed your training have seen and felt a difference in their professional and personal lives. We are eager to have more employees attend and apply the techniques."

—Tony Deblauwe, Director of Human Resources Nokia Northern California

"Of the more than 20 management training programs Kimpton offered last year, your seminar was ranked highest by our employees. We believe we have better leaders now as a result of it: more balanced, more relaxed, and less overworked."

-Niki Leondakis, Vice President, Kimpton Hotels

"We all are in agreement that this is one of the best training sessions any one of us have taken at Stanford (or anywhere else, for that matter)."

David Silberman, Director, Health & Safety
 Programs, Stanford School of Medicine

"Your program is ideal for taking responsibility for our behaviors and reactions, gaining mastery over mind, emotions, and body, increasing our awareness of the realities of others, and making good decisions under pressure. The officers gave this training high ratings. That's no easy achievement with a police audience. The skills you teach are critical for success in work and in life." —Mark Puthuff, Chief of Police, Fort Bragg, CA

"We have been through several years of significant change in our organization, consolidation, and extremely high stress. Your program was just what we needed. It was extremely engaging and remarkably effective. Everyone would benefit from it."

> Gina Thomas, Chief Information Office US Forest Service

"I have felt noticeably more relaxed, focused, and effective at work." —Teresa A., Manager, Yahoo!

"Thank you for your excellent presentation. Yours was the most popular program of the thirty sessions offered at our annual Leadership Conference."

> Colonel Chris Green, U.S. Army 6045 Garrison Support Unit

"This is the best workshop I have ever attended. I have been practicing these techniques every day since the workshop, and no longer have any pain. My boss practices daily, too. My life has changed completely."

-Rosa R., Citrix Systems

"Thank you so much for this powerful program. I wish I'd had it a few years ago. The pressure we've been under since 9/11 has been incredible. This is just what we need to be able to cope with the challenges we face.

- Security Chief, Denver International Airport

"People owe it to themselves and their co-workers to acquire these skills. Practicing them would transform any workplace, and people's lives, for the better."

 Pam Delnevo, Training & Development Morrison & Foerster (law firm)



David & Karen Gamow (650) 917-1186 • david or karen@clarityseminars.com

Course outline

This outline is for a complete 3.5 hour training. The course can be taught in a shorter period, but this is the most effective length for retention and participation.

0:00-1:20 Part 1: Physiology

Brief overview

Scientific research on stress, and benefits of what participants will learn today

Guided practice session Q & A on techniques

1:20-1:30 Break

1:30-2:35 Part 2: Cognitive skills for resiliency: Self-mastery in daily life

Commonly held perceptions that dramatically increase negative responses, such as anger, fear, or stress

Becoming aware of habitual reactions that derail our effectiveness

Learning to step back: how to move into seeing the bigger picture before reaction

A 4-step process developed by a Harvard M.D. for learning how to choose

our responses consciously, even under high-stress conditions.

Exploring real-life applications in work and life (voluntary classroom participation, not role-play)

2:35-2:45 Break

2:45-3:20 Part **3:** Physiology

Guided practice session

(two additional techniques, and full-practice, shortened version) Detailed: cognitive and physiological benefits of each of the techniques

3:20-3:30 Closing

Closing Q & A/Evaluations

Handouts: Clinical research

Guided breathing, relaxation, and meditation techniques (CD)

Benefits and applications of techniques

In the heat of battle: cognitive skills for self-mastery under pressure



David & Karen Gamow (650) 917-1186 • david or karen@clarityseminars.com

Fee Schedule

3.5 hour seminar

\$2,400

*Local rate for San Francisco Bay Area. For programs requiring an overnight stay, conferences, large groups, or multiple programs, please call for pricing.

Additional notes:

Recommended maximum is 35 participants. More people can be included if needed.

Shorter program lengths are possible; pricing is the same. 3.5 to 4 hours is the recommended length.

These rates are for the training session, and not per person. All handouts and CDs are included.

Training is best done in the morning when possible.