

# Frequently Asked Questions (FAQ)

## Mindfulness Meditation Facilitator Training & Certification Program



The Calm Monkey®

Welcome! It's great that you have questions. If you don't find your answer here, please email [Wendy@TheCalmMonkey.com](mailto:Wendy@TheCalmMonkey.com).

### 1. What does this program provide?

A practical online course, toolkit and community to become a Certified Mindfulness Meditation Facilitator in less than six months.

Certification gives you the credibility people want to see.

**Experienced meditators learn to:**

- 1) Implement workplace mindfulness – start-up and grow an ongoing mindfulness practice.**
- 2) Skillfully facilitate mindfulness meditation sessions – with today's best practices.**

**Program components:**

- ✓ Earn the title of 'Certified Mindfulness Meditation Facilitator'.
- ✓ Learn how to implement mindfulness & lead live guided meditations.
- ✓ Content-rich online lessons.
- ✓ Assignments to submit, including a video of you leading a group meditation.
- ✓ Quick-start toolkit of meditation scripts, mindfulness exercises, background music, recordings, handouts, survey questions and outlines for running sessions and promotional communications.
- ✓ A great community for ongoing learning:
  - Slack online group.
  - 'Practice Sandbox' sessions to work out your jitters in a small peer environment.
  - Live, quarterly Zoom meetings with certified peers once you're certified.
- ✓ 1-on-1 mentorship session with Wendy Quan.
- ✓ Learn online, at your own pace.
- ✓ 30-40 hours of coursework. Up to 6 months to complete.

What students like most is the very practical nature of this content-rich, best practices program, connection with the facilitator community and the personalized support from Wendy Quan.

This is best suited to someone with a busy schedule who needs flexibility and wants a quality program.

## 2. How does this course compare to meditation teacher programs?

This course is a **complement or an alternative** to meditation teacher training programs and is not a competitor of such programs. As such, this makes the world of mindfulness meditation facilitation more accessible for experienced meditators without the large time and financial investment in meditation teacher training programs.

Meditation teacher programs focus on providing you with deep knowledge to guide and mentor participants. This is a wonderful thing, but they don't show you the very practical aspects of how to implement mindfulness in the workplace.

	<b>The Calm Monkey's Facilitator Training &amp; Certification program</b> 	<b>Meditation teacher training programs (typically)</b>
<b>Suitable for</b>	Those who want learn how to implement workplace mindfulness in a grassroots way with best practices, and skillfully facilitate mindfulness meditation sessions. Great for busy people who want to make a positive difference without a large commitment of time or money.	Those who want to deepen their personal knowledge and practice, and be able to skillfully mentor their students. Typically requires a large commitment of time, money and travel. This may be appropriate for those very serious about being a teacher, and who don't need to learn how to implement a program in the workplace.
<b>Teaches you how to practice mindfulness and meditation</b>	No. Pre-requisite is a solid foundation of personal mindfulness <u>and</u> meditation experience. See Eligibility Requirements in the <a href="#">Application Form</a> . Teaches you how to explain basic concepts.	Yes, deeply. Teaches history, wisdom and how to mentor others.
<b>Time to complete</b>	Approximately 30-40 hours actual time. Up to 6 months to complete the program. See <a href="#">Deadline Policy</a> .	200+ hours over several months or years, plus in-person retreats.
<b>Format</b>	Online, self-paced course. Includes toolkit and community. Start anytime.	Typically a blend of online learning, online and face-to-face discussions and a several in-person retreats.
<b>Cost</b>	US & worldwide: \$870 USD Canada: \$980 CAD + GST	\$6,000 - \$18,000 USD.

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<b>Quick-start Toolkit</b>	Yes. Toolkit includes meditation scripts, mindfulness exercises, background music, recordings, handouts, survey questions and outlines for running sessions and promotional communications.	Some may include scripts but unlikely to include implementation tools.
<b>Teaches how to implement workplace mindfulness</b>	<b>Yes!</b> Shows you how to gain management support, start, grow and evaluate your program to show results. You will know how to roll-out a workplace mindfulness program.	Not generally.
<b>Post-training support, community &amp; continuous learning</b>	<p><b>TCM Facilitators</b>, a private Slack group, allows facilitators to network with other facilitators around the world to share experience.</p> <p><b>'Practice Sandbox' sessions</b> to work out your jitters in a small peer environment (and have fun too!)</p> <p><b>Live, quarterly Zoom meetings with Certified Facilitator community – keep updated on trends, controversies and new learning.</b></p> <p>Receive major updates to the Facilitator Training course and replays to past certified facilitators meetings (if certification remains active).</p> <p>There are a few achievable community participation requirements, but mostly the value is in connection and continuous learning.</p> <p><b>Facilitators are referred to as 'Inspirators', meaning those who enliven, inspire and hearten.</b></p> <p>Facilitators can volunteer ideas</p>	Varies.

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	<p>and be a key part of the community if they wish. Examples are contributing to our collective script library, hosting Practice Sandbox sessions, making connections, etc.</p> <p><b><u>Coaching/mentorship</u></b> sessions with Wendy Quan are available.</p>	
<b>Certification program</b>	<p>Yes, Certification is included. Assuming all coursework is satisfactorily completed, you will receive the title of '<b><i>Certified Mindfulness Meditation Facilitator</i></b>'. You may use this title as long as you are in good standing with The Calm Monkey and recertify each year.</p>	Varies.

### 3. Who takes this program?

There is quite a variety of people who become Facilitators. They are from all around the world, such as Canada, the United States, South America, Australia, Europe, Singapore and Dubai. Here are the most common scenarios:

About 50% of our students are Employees and 50% are Service Providers wanting to add or integrate mindfulness to their services.

Many wear multiple 'hats' - they may be an Employee, start a small side business and/or run community groups.

**As an Employee**, it does not matter what role you have in the organization. This program has been successful in helping those who are passionate about these practices learn to be a champion or advocate to start a successful, respected workplace practice in a grassroots way. Most do this on a volunteer basis, and some do this as part of their job or are given work time to run sessions.

**Examples of our students' job titles:** web content designer, project lead, rehabilitation specialist, administrator, school teacher, change management specialist, manager, engineer, scientist, human resources specialist, wellness specialist, wealth planner, accounts payable, clerk, analyst.

And very often, employees offering mindfulness at work want to start a side business to expand their reach!

**As a Service Provider**, you might be a business owner, professional, entrepreneur, community organizer, or a stay-at-home-parent who wants to add or integrate mindfulness into your services. This might be a full-time, part-time, volunteer or a hobby side business.

**Examples of Service Providers:** leadership development consultant, change management consultant, counselor, life or career coach, therapist and yoga instructor, community volunteer, stay-at-home-parent, wellness consultant, psychologist.

For those wanting to offer mindfulness as a service, please note that this course does not directly help you with business development. This program absolutely helps those offering mindfulness as a service, as the learning is universal for the best practices in starting up, growing and sustaining a respected workplace mindfulness practice. The good news is that Service Providers find great help when seeking specific answers about business development from:

- Wendy Quan's [coaching/mentorship](#)
- Our Slack 'TCM Facilitator' group
- Our quarterly meetings of certified facilitators
- Connections they make with other facilitators

## 4. What are the eligibility requirements?

The course does **not** teach how to practice mindfulness and/or meditation – to become a student of The Calm Monkey, you must already have a solid personal background in mindfulness and meditation practice.

Although it is challenging to quantify a minimum standard of personal qualities and experience as a prerequisite for the program, the following is defined as the minimum requirement. It is understood that individuals' experience can vary greatly.

Please see the [Application Form](#) for current eligibility requirements.

We do **not** expect you to be a meditation expert after this program, but if your only experience is occasionally listening to a meditation app, it may not be sufficient for this program - we encourage you to send in your Application Form to explore your eligibility if you are unsure, as we can suggest ways to build your minimum skillset in order to enroll into this program.

## 5. How do I apply for the program?

It is recommended to take the [Free Preview](#) of the course first.

Then, please fill out this [Application Form](#) and submit it. You will hear back within one business day if you are eligible to register, and if so, will be given a link to pay and enroll.

## 6. What is the typical experience of Facilitators during and after the training?

During the Training program, students will:

- Work through the online coursework at their own pace and submit the assignments.
- Begin practicing their learned skills either at their workplace, with a community group or with friends and family. It is the facilitator's choice which audience they would like to start with.
- Join the private Slack **TCM Facilitators** group for 24/7 online interaction and support.
- Participate in the '**Practice Sandbox**' sessions to improve their skills and confidence in leading a live, guided meditation. These sessions are intentionally small for a more intimate and meaningful experience.
- Those who are Service Providers and have their own business, such as coaches, yoga instructors, massage therapists, etc, begin planning to add mindfulness to their service offerings.
- Those who are employees working within organizations may begin planning to start-up a side business offering mindfulness services.



After completing the program, students may typically do the following, these are not requirements for the program:

- Begin actively applying the skills learned from the course, and grow the program and participation over time.
- Run surveys with their participants to show the benefits so they can gain more support for further growth.
- Service Providers start and grow their mindfulness service offerings.
- Become a speaker.
- Write articles.
- Find more groups to run, such as community groups.
- Keep in contact with Wendy Quan for inspiration and support and can book sessions at a preferred rate when needing focused discussion to help them in their journey. See [Mindfulness Implementation Coaching](#).

Facilitators all say that doing this compassionate practice has brought great meaning to their lives. When they talk about their experience as a Facilitator, their joy is palpable.

Facilitators also say it really helps them with their own personal practice – it helps them 'up their own game' by staying on top of their own personal practice and they love to continually learn and try leading new meditations.

Overall, they feel a deep sense of purpose in their lives to help others.

## 7. Can I train others to become Facilitators after I'm trained?

This course does not qualify or permit Facilitators to teach The Calm Monkey's copyrighted courses. It is not a Train-the-Trainer program. This course and toolkit is solely to equip you personally as you lead others in mindfulness meditation.

## 8. What is the track record of this program?

Wendy Quan, the founder of **The Calm Monkey** is the pioneer in the industry and started teaching mindfulness meditation in workplaces in 2011. This turned into training facilitators starting in 2014. Wendy Quan is an in-person and online conference speaker, has an award-winning published white paper with the [global Association of Change Management Professionals](#) on the subject of workplace mindfulness meditation and change management, has taught over 2,000 people how to meditate, and over 400 facilitators worldwide.

The **Facilitator Training course** has been taught in numerous organizations and at [The Greater Good Science Center](#) of UC Berkeley's 'Mindfulness & Well-Being At Work conference' and Wendy Quan is a speaker for many mindfulness, business and global institute conferences.

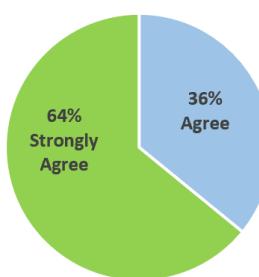
**We are proud to say that 99% of students say they would recommend this training to others, and that this has equipped them to be a successful facilitator. Google was the first large organization to train facilitators with this course.**

This program continues to grow in recognition.

**Mindful Leader** used this program and Wendy Quan was the instructor in 2019 and early 2020 which put Mindful Leader onto the map for facilitator training and certification. Over 120 inaugural facilitators were successfully trained under Wendy's instruction and mentorship. The Calm Monkey's program is no longer offered through Mindful Leader.

**The Chartered Professionals in Human Resources (CPHR)** and **Mindful Society Global Institute** are partners with The Calm Monkey and offers this program to their members.

Did this course equip you to become a  
successful mindfulness meditation facilitator?



... and 100% of Google facilitators  
recommended this course to others





## Grateful to have served



Vancity



Global Assoc of Change Management Professionals



University of British Columbia



And over 400 Facilitators trained worldwide

## 9. What's distinctive about The Calm Monkey's program?

Some other programs may appear similar to The Calm Monkey's program because they were modelled after this program. This program is the pioneer in the workplace mindfulness field.

The Calm Monkey's program is super flexible with no rigid, intensive cohort schedule. It is great for busy people as you have up to six months to complete the program at your own pace. It's the perfect blend of quality training, resources & community without being too rigid with expectations.

You'll be part of a wonderful facilitator community through small practice groups called 'Practice Sandboxes', an online community Slack group and live group meetings.

## 10. Can I try the course before I buy it?

Completion of the [Free Preview](#) is required before sending in your Application Form. Once you have taken these free lessons, you will know if this path is right for you.

## **11. Can I get a refund if I'm not satisfied?**

As long as someone has taken the Free Preview and meets the eligibility requirements, students have all been satisfied students and feel equipped to start facilitating. Requests for refunds have not occurred, but if you are not satisfied, let's talk as we take any concerns very seriously and may consider refunds on a case-by-case basis.

## **12. Is there any support provided after the training course?**

Yes!

- a. As soon as you enroll, you may join the private Slack **TCM Facilitators** group. This is a great place to ask questions and hear from Wendy Quan and the community. **TCM Facilitators** allows facilitators to open connections around the world to share experience. It will be your place for ongoing tips, new scripts, and access to our growing community. It is also the main way graduates stay in touch with Wendy Quan and receive support. It is not a requirement to participate in this group but it is highly encouraged!
- b. The **Practice Sandbox** sessions are ongoing and you are encouraged to take advantage of meeting with your peers in small group to practice your facilitation, such as trying out a new meditation script, working on your delivery technique, etc.
- c. The **live, quarterly Zoom meetings with the Certified Facilitator community** is a great, interactive gathering. Learn about trends and controversies, learn more and deeper, share ideas and share experiences.
- d. Receive **major updates to the Facilitator Training course** and **replays** to past certified facilitators meetings (as long as you remain certified).
- e. **Coaching/mentorship** private, 1-on-1 sessions are available with Wendy Quan at a preferred rate for facilitators of The Calm Monkey.
- f. A **Facilitator Newsletter** is sent by email containing helpful news and tips to keep you on top of this fast-changing field.

## **13. What if I'm not quite ready to be certified?**

There are times when a student may not be quite ready to be certified. In such cases, Wendy Quan will personally provide specific coaching to the facilitator, and together they will work on an action plan for success. In every case where the facilitator commits to the action plan, they have been able to successfully achieve certification.

## **14. Is there a deadline for completion?**

All those certified to date have reported they spent approximately 30-40 hours of actual time on this program.

Students are given up to 6 months to complete all the program requirements but can finish this as quickly as they wish. Finding 30-40 hours in a 6 month period is generally easy to do. However, sometimes life events are challenging. Please read the [Certification Deadline Policy](#) to see what options are available.

## **15. What do you get when you're certified?**

After you have submitted all the assignments and completed the coursework, to determine if you are ready for Certification, you will have a 45 minute live, 1-on-1 session with Wendy Quan, called the **Certification Portfolio Review session**.

If you achieve Certification during this session, you:

- May indicate that you are a '**Certified Mindfulness Meditation Facilitator**' or '**CMMF**' in your profiles, signatures blocks, websites, etc.
- Will receive an electronic certificate, showing that you are certified.
- Invitations to quarterly, group, live Zoom meetings with other certified facilitators. These are wonderful meetings that provide a sense of community and motivation.
- Receive major updates to the Facilitator Training course and replays to past certified facilitators meetings (as long as you remain certified).

## **16. What are the recertification requirements?**

See [recertification requirements](#) which includes the annual cost of recertification to maintain your credentials.

## **17. Does workplace mindfulness need to be implemented as a ‘top down’ program?**

Interestingly, some of the most successful programs are not started as a formal top-down ‘corporate mindfulness’, ‘human resources’ or ‘health & wellness’ programs. Grassroots programs can be started by anyone in the organization who is passionate about helping others, and wants to be a mindfulness champion or advocate.

Every organization is unique, and it is always a good idea, at a minimum, to obtain an ‘OK’ from whatever group or decision-maker that may be necessary, or least let them know what you plan to do. Sometimes all that is needed is asking the human resources department or a leader for permission to use a meeting room for the practice and keeping them informed along the way, and sometimes they wish to be more involved. You can get started just in your own team if that feels right and generally little to no permission is needed for that.

In other words, this does not need to be a ‘top-down’ program, and can be very successful if you start small and grow this from a **grassroots** level. A grassroots approach comes with a number of significant benefits:

- It rarely needs much or any permission to get started.
- Rather ‘quietly’ you can begin mindfulness activity with a trusted, ‘friendly’ group. It won’t take long for this group to see the benefits of the practice. You can then capture and record the benefits which will be important when you want to grow the practice and may need formal permission or budget to do so.
- It inherently builds trust among the employee community because it is **not** a corporate program. Co-workers practicing together because it works as opposed to it being a corporate program often do better. In some organizational cultures, if senior management or Human Resources are not very trusted, programs started by them may cause suspicion that mindfulness is being offered mainly to benefit the organization, not the employees. In such cases, it likely will be more successful as a grassroots initiative.
- A grassroots approach comes with much less pressure! Because it is seen as informal, there won’t be a lot of eyes on you to ‘perform’ or show a return-on-investment. You can spend the time to build your confidence and you can expand participation on your own schedule!

## **18. I have mindfulness meditation experience, so why can’t I just read scripts for people?**

One may think it is easy to read out a script and lead a group in meditation. But please consider this:

- Anyone can read a script aloud, but are you doing this well? What is the quality of the experience are you creating for people?
- How do you know what would be the best practices and meditations to lead with a group?
- Do you know how to introduce mindfulness and meditation skillfully and accurately?
- Do you know what works well for other organizations and facilitators?

- Are you aware of the risks that you may pose to participants if you are not trained as a skilled facilitator? Are you versed on **what trauma-sensitive and neuro-diversity** facilitation means? Would you know how to handle it if your session triggered an adverse reaction in someone?
- Do you know the best practices and mistakes that most facilitators and organizations make when trying to implement mindfulness?
- Do you know how to run skillful surveys to uncover the value of your program to your organization?
- If you are running a business, how do you know what to offer and charge?
- Do you have a trusted community of facilitators with which to share ideas, problems, news, and discuss controversies and trends?
- Do you have a mentor who provides you with ideas and challenges your continued growth?
- How do you know if what you are doing is of high quality and correct?

*This program is about today's best practices in implementation and skillful facilitation. Without quality training and a certification that proves your proficiency, you don't know what you don't know.*

## 19. What am I 'allowed' to facilitate after I take the program?

**Our philosophy is to train you with today's industry best practices for the workplace environment. This means that we focus on workplace-friendly, secular (non-religious, non-spiritual), trauma-informed and neurodiversity-informed practices and language.**

The reason is that facilitators generally want to reach as many people as possible, and to do so, it's important to offer services in an inclusive way such that anyone, regardless of belief system, would feel welcome.

Every facilitator comes into this program with their own set of experiences, and minimum eligibility is required as this program does not focus on teaching the practices (although there is no doubt you will experience some deepening of your own practices through our interactions and resources).

Although some facilitators certainly may have practices beyond what is taught in this course (such as guided visualizations, spiritual and metaphysical practices, energy work, chakra meditations, tai chi, qi gong, etc), **we expect you to use this program's teachings as a foundational base.** We always say '**know your audience**' and always keep **their** best interest in mind when you decide what to offer.

If you are leading in a workplace, keep it to workplace-friendly and secular practices. If you are also leading in a community-based special interest group, for example, that is about energy healing, then it would be appropriate that you veer from this program's curriculum as a **personal endeavour**.

**Any and all questions are always welcome.**

**Thank you for being here.**



**Wendy Quan**

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