

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.

1. What does this program provide?

A comprehensive, practical, self-paced online course, toolkit and community to become a Certified Mindfulness Meditation Facilitator.

This program is secular (non-spiritual, non-religious), workplace-friendly, evidence-based and trauma and neurodiverse-informed.

Certification gives you the credibility people want to see, and the confidence to know that what you are leading is correct.

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 sessions and 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, very supportive peer environment.
 - Live, quarterly Zoom meetings for continuous learning.
 - Live monthly 'Meetups' to dive into specific topics.
- ✓ 1-on-1 Certification Portfolio Review meeting with Wendy Quan.
- ✓ Personalized attention from Wendy Quan; you won't feel like a 'number'.
- ✓ Learn online, at your own pace.


- ✓ 40-50 hours of coursework. Up to 6 months to complete (**Bonus: if you pay & register within 3 days of your application approval, you will get an extra 3 months to finish the program - you will have 9 months instead of 6 months to finish, although you can finish anytime you wish.**)


What students like most is the very practical nature of this is 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 mindfulness/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.

| | The Calm Monkey's Facilitator Training & Certification program  | Meditation teacher training programs (typically) |
|---------------------|--|---|
| Suitable for | <p>Those who want to learn how to implement workplace mindfulness in a grassroots way with best practices, and skillfully facilitate mindfulness meditation sessions.</p> <p>Great for those who have been facilitating for awhile and those with little to no facilitation experience.</p> <p>Great for busy people who want to make a positive difference without a large commitment of time or money.</p> | <p>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.</p> |

| | The Calm Monkey's Facilitator Training & Certification program  | Meditation teacher training programs (typically) |
|---|--|--|
| Teaches you how to practice mindfulness and meditation | <p>No. Pre-requisite is a solid foundation of personal mindfulness and meditation experience. See Eligibility Requirements in the Application Form.</p> <p>Teaches you how to explain core concepts, and continuously add to your knowledge with ongoing learning as the field develops.</p> | <p>Yes, deeply. Teaches history, wisdom and how to mentor others.</p> |
| Time to complete | <p>Approximately 40-50 hours actual time. Up to 6 months to complete the program. See Deadline Policy.</p> <p>(Bonus: if you pay & register within 3 days of your application approval, you will get an extra 3 months to finish the program - you will have 9 months instead of 6 months to finish, although you can finish anytime you wish.)</p> | <p>200+ hours over several months or years, plus in-person retreats.</p> |
| Format | <ol style="list-style-type: none"> 1. Online, self-paced course for building your initial knowledge. 2. Includes comprehensive toolkit of scripts and practices. 3. Community interaction and practice opportunities. <p>Register and start anytime. This is not cohort-style in order to provide you with maximum flexibility. There are lots of opportunities for peer facilitator interaction.</p> <p>MBSR (Mindfulness-based Stress Reduction) is used as a foundation for The Calm Monkey's program. You do not need to have completed MBSR, but if you have, you automatically will be eligible.</p> | <p>Typically a blend of online learning, online and face-to-face discussions and a several in-person retreats.</p> |

| | The Calm Monkey's Facilitator Training & Certification program  | Meditation teacher training programs (typically) |
|--|--|--|
| Cost (subject to change) | US & worldwide: \$870 USD Canada: \$980 CAD + GST (if paid via e-transfer) Annual recertification: \$147 USD, or \$177 CAD in Canada. | \$6,000 - \$18,000 USD. |
| Quick-start Toolkit | Yes. Toolkit includes a substantial set of meditation scripts, mindfulness exercises, background music, handouts, survey questions and outlines for running sessions and promotional communications. | Some may include scripts but unlikely to include implementation tools. |
| Teaches how to implement workplace mindfulness | Yes! Shows you how to gain management support, start, grow and evaluate your program to show results. You will know how to roll-out and grow a workplace mindfulness program. | No. |
| Teaches how to lead in a manner that is: - Trauma-informed - Neurodiversity-informed - A.I.-informed | Yes, these are very important aspects for all mindfulness facilitators. | Not typically. |
| Post-training support, community & continuous learning | TCM Facilitators , a private Slack group, allows facilitators to network with other facilitators around the world to share experience. 'Practice Sandbox' sessions to work out your jitters in a small peer environment (and have fun too!). These are treasured by our community – you get to observe & provide feedback as a 'Supporter' and practice leading as a 'Lead'. Live, quarterly Zoom meetings with Certified Facilitator community – keep updated on trends, controversies and new | Varies. |

| | The Calm Monkey's Facilitator Training & Certification program  | Meditation teacher training programs (typically) |
|------------------------------|---|---|
| | <p>learning.</p> <p>'Meetups' monthly for community sharing on specific topics.</p> <p>Receive major updates to the Facilitator Training course and replays to previous facilitators meetings (if certification remains active).</p> <p>Facilitators are referred to as 'Inspirators', meaning those who enliven, inspire and hearten. Facilitators can volunteer ideas and be a key part of the community as they wish. Examples are contributing to our collective script library, hosting Practice Sandbox sessions, making connections, organizing smaller connection opportunities between facilitators, etc.</p> <p><u>Coaching/mentorship 1-on-1</u> sessions with Wendy Quan are available for a very reduced rate for students.</p> | |
| Certification program | <p>Yes, Certification is included. Assuming all coursework is satisfactorily completed, you will receive the title of 'Certified Mindfulness Meditation Facilitator'. You may use this title as long as you are in good standing with The Calm Monkey and recertify each year.</p> | <p>Varies.</p> |

3. Who takes this program?

There is quite a variety of people who become Facilitators!

Worldwide - Facilitators are from all around the world, such as Canada, the United States, South America, Ireland, Switzerland, Australia, Europe, India, Singapore and Dubai.

Range of facilitation experience – Some facilitators entering the program have never facilitated before, and some have facilitated for many years (ie: 6 years). Even if one has been facilitating for awhile, they value this program to learn best practices, get many new ideas and resources, make community connections and continuously learn and keep updated as the field develops.

Spiritual, religious, atheist, agnostic – All faiths and belief systems are welcome. This program focuses on leading mindfulness in a secular (non-religious, non-spiritual) manner, and sometimes we have wonderful discussions on whether or not certain words, practices and scripts are secular or not.

Employees and/or service providers - 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 (for profit or volunteer) 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, retiree 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 is available through 1:1 mentorship sessions at a reduced fee for students). 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

Mindfulness services, when integrated with other services (such as coaching, leadership development, personal development, etc) seems to be the most successful, as opposed to offering only mindfulness services alone.

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. Many people have followed this advice and successfully enter and complete the program.

5. How do I apply for the program?

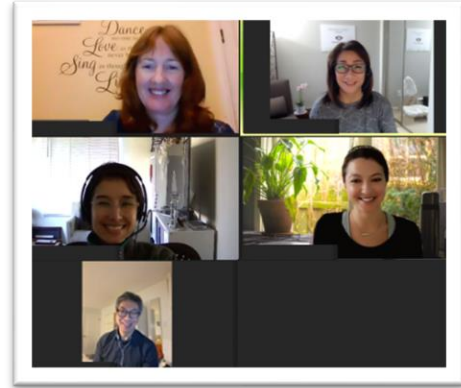
Please take the [Free Preview](#) of the course first.

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.
- You will be invited to the live, larger group **Quarterly facilitator meetings** (required) and **Meetups** (optional) where we teach new skills, discuss trends and controversies and facilitators share their experiences.
- 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 their facilitation within their organization, and some may also plan for 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 – often they start offering mindfulness to a workplace, or grow/improve an existing offering, or integrate mindfulness into other offerings and skills that they have (such as coaching leadership development, wellness services, etc).
- Run surveys with their participants to show the benefits so they can gain more support for further growth.
- 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 other facilitators with the knowledge and content that you will receive in this program.

The Calm Monkey's program is copyrighted.

This course and toolkit are 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 field* and started teaching mindfulness meditation in workplaces in 2011. This turned into training facilitators starting in 2014. Wendy Quan is a professional speaker, author, 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 3,000 people how to meditate, and over 430 facilitators worldwide.

She is the workplace mindfulness industry expert hired by **The Great Courses** to create the course '[Mindfulness For The Workplace](#)' that released in October 2022. This is available on three platforms: **The Great Courses**, **Wondrium** and **Audible.com**.

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.

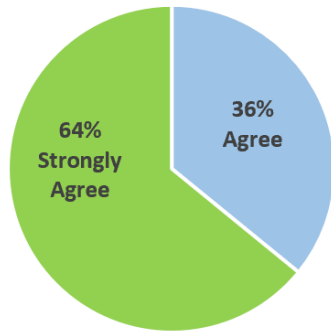
We are proud to say that 99% of students say they would recommend this training to others, and that this has equipped them to be a successful facilitator. Google was the first large organization to train facilitators with this course.

This program continues to grow in recognition.

Mindful Leader used this program and Wendy Quan was the instructor in 2019 an 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



The Calm Monkey™

Grateful to have served



And over 430 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 provides the latest content in the 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 (or 9 months if you receive the bonus upon registration) to complete the program at your own pace. It's the perfect blend of quality training, resources & community.

You'll be part of a wonderful, vibrant facilitator community!

You'll have a great source for continuous learning!

Personalized attention so you won't feel like a number.

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.

If you still have questions, you are very welcome to contact Wendy@TheCalmMonkey.com to request a free discovery meeting.

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. The **Practice Sandbox** sessions are highly cherished by our community (you will love them) and you are encouraged to take full advantage of continuing to attend these even after you are certified. It is a perfect way to get feedback on a new script you've written, a workshop outline you are drafting, testing out a mini-presentation, etc.
- b. The **live, quarterly Zoom meetings with the Facilitator community** is a great, interactive gathering. Learn about trends, controversies and developments in the field, learn more and deeper, share ideas and share experiences.

- c. The monthly **Meetups** are also a great way to keep your learning going.
- d. You will 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 not a requirement to participate in this group but it is highly encouraged!
- e. Receive **major updates to the Facilitator Training course** and **replays** to previous quarterly facilitator meetings (as long as you remain certified).
- f. [Coaching/mentorship](#) private, 1-on-1 sessions are available with Wendy Quan at a preferred rate for facilitators of The Calm Monkey.
- g. You may **email Wendy Quan** at any time with questions. Responses are very timely. If the answer is not a quick one, this may be a case for a 1-on-1 coaching/mentorship session instead.
- h. 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 and needs some additional practice or study. 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.

The philosophy is to support the facilitator to become ready for certification.

14. Is there a deadline for completion?

Students are given up to 6 months to complete all the program requirements but can finish this as quickly as they wish. Finding 40-50 hours in a 6 month period is generally achievable. However, sometimes life events are challenging. Please read the [Certification Deadline Policy](#) to see what options are available.

(Bonus: if you pay & register within 3 days of your application approval, you will get an extra 3 months to finish the program - you will have 9 months instead of 6 months to finish, although you can finish anytime you wish.)

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 live, 1-on-1 session with Wendy Quan, called the **Certification Portfolio Review session**.

If you achieve Certification during this session, you then:

- 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, indicating your active certification period.
- Will receive a certification badge that you may display as you wish, as long as you remain actively certified.
- Will continue with the TCM community and ongoing learning through:
 - Quarterly facilitator meetings.
 - Practice Sandbox sessions.
 - Meetups.
 - Slack online community.
- Receive major updates to the Facilitator Training course and replays to previous certified facilitators meetings (as long as you remain certified).



16. What are the recertification requirements?

Once you have achieved certification, your certification is valid for a full year and you continue to have access to all features of the program.

Annually, you are encouraged to stay part of the community and continue your certification, but it is not mandatory.

The recertification process is simple:

- During the year, you are asked to attend the quarterly facilitator meetings.
- Attend a minimum of one Practice Sandbox.
- Submit a document that provides an update on your facilitation journey.
- Pay the annual recertification fee (currently \$147 USD or \$177 CAD)
- You may meet with Wendy Quan 1:1 for a wonderful reconnection and ask anything you wish, and you can use this opportunity to seek mentorship if you'd like.

If you decide not to recertify, you get to keep the materials you have received during the program, but will no longer be able to use the title of Certified Mindfulness Meditation Facilitator. You may use the title of Mindfulness Meditation Facilitator. You will no longer have access to the community and ongoing learning.

There is great value in staying certified, and there are facilitators who are still in the community since the program's inception!

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

Interestingly, many 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 in how they operate. 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 or formally approve the initiative. Many facilitators get started just within their own team and grow from there.

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 often doesn’t need much, if 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. This is 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 been a lot of eyes on you to ‘perform’ or show a return-on-investment. You can spend the time 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. There is growing and **legitimate concern** in the mindfulness field about people leading practices without proper training and credentials, as they could not only be teaching mindfulness incorrectly, but they could be putting participants at risk for re-triggering trauma and not realize it. Also, neurodiversity needs to be recognized and respected, and this program shows you how to accommodate this.

Anyone facilitating or teaching mindfulness should be trained not only in **what** they are teaching and leading, but also in **how** they deliver it.

Please consider these:

- 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 if it is a good script (there are many bad scripts on the internet)?
- How do you know what would be the best practices and meditations to lead with a group, or what to avoid?
- Do you know how to introduce mindfulness and meditation skillfully and accurately?
- Everyone has their own unique way that they came to learn mindfulness, but how do you know that your knowledge is accurate and complete? And how are you keeping updated as the field evolves?
- 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 neurodiversity-informed** 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?

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.

Please see this popular blog article [**The Blunt Truth – why untrained facilitators shouldn't lead meditation.**](#)

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), evidence-based, trauma-informed and neurodiversity-informed practices and language.

The reason for this philosophy 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 or personal situation, 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 will want to use this program's teachings as a foundational base, although we do not 'police' what you do outside of this program.** 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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