



BUILDING INNER STRENGTH

16 Guidelines for Life

Guide for Discussion Groups

Exploring universal values in weekly discussion groups
inspired by the 16 Guidelines for Life program

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What is the 16G program

The aim of the 16 Guidelines for Life program is to help people create long term happiness and fulfilment for themselves and others. Each guideline represents a universal value or attitude which is rooted in the foundations of **compassion** and **wisdom**. Compassion is the primary attitude leading to personal and collective happiness. Wisdom, defined as an understanding of our mind and of the reality of the world, is key to developing compassion. Embodying these 16 universal attitudes can facilitate lasting change in our minds in the direction of happiness and fulfilment.

Further resources

There are two further resources which you may find useful in supporting you as a discussion group facilitator: The 16 Guidelines for Life Book which contains more in-depth information about each guideline and our 30-day online self-study course Building Inner Strength which offers access to audio recordings of guided reflections and mindfulness practices in addition to reflections on the 16 Guidelines. Visit our website for further information.

Workshops with accredited facilitators

We also offer a series of weekend workshops on the 16 Guidelines. Visit our website to find out about upcoming programs around the world or contact us directly if you are interested in hosting a workshop and are looking for a facilitator.

What this guide offers

The purpose of this guide is to help those who would like to facilitate weekly discussion groups exploring the 16 Guidelines for Life. Each session focuses on one guideline so there are 16 sessions in all. There is a suggested structure for a 90-minute session on each guideline.

The main method of learning is to invite participants to reflect deeply and discuss questions that help draw out the wisdom underlying each value or guideline. The focus is on experiential learning coming not just from an intellectual perspective, but from the heart.

The session structure is as follows:

- Introductions, icebreaker
- Mindfulness Meditation and optional Motivation
- Introduction (or recap) of the Wisdom Theme for the session
- Introduction of the Guideline for the session
- Guided meditation on the Guideline
- Group Discussion on the Guideline and its relationship to happiness
- Reflection on the Guideline by bringing to mind an experience from the past
- Discuss what arose for participants from the Reflection
- Conclusions and optional Dedication

We encourage you to adapt and develop this material in your own way based on your own experience. Each time you prepare for a session it's a good idea to reflect and evaluate how participants responded to the previous presentation and adjust to fit the group's needs.

This material is offered freely and we hope that the ideas presented here will inspire and empower you to offer these weekly sessions.

We would love to hear from you and receive your feedback, suggestions and ideas. Please get in touch by email at info@compassionandwisdom.org.

What are the 16 Guidelines for Life

The 16 Guidelines for Life (16G) are a secular framework of ethical values based on a simple idea. We can change the way we experience the world, by reflecting on and transforming the way we think, act, relate to others and find meaning.

Discoveries in neuroscience suggest that each of us has the potential to continue developing and transforming our minds, from birth until death. The 16G can help us to do this in a way that will benefit both ourselves and others. If you change your mind, you change your life.

The 16G were inspired by an ethical code written by King Songtsen Gampo in 7th century Tibet to guide his citizens. The code played a crucial part in the transformation of Tibet from a warlike nation into a civilisation renowned for its peace and serenity. The 16G are a contemporary presentation of this ancient wisdom.

01. HUMILITY	to be willing and able to learn from others
02. PATIENCE	to cultivate a calm and spacious mind
03. CONTENTMENT	to enjoy who we are and what we have
04. DELIGHT	to rejoice in the good fortune of others
05. KINDNESS	to be friendly, caring and considerate
06. HONESTY	to act with transparency and fairness
07. GENEROSITY	to give without expecting anything in return
08. RIGHT SPEECH	to speak with insight and sensitivity
09. RESPECT	to honour people with a deeper understanding and experience of life
10. FORGIVENESS	to let go of resentment and anger towards ourselves and others
11. GRATITUDE	to acknowledge and repay the kindness of others
12. LOYALTY	to be good-hearted and dependable in all our relationships
13. ASPIRATION	to seek a fulfilling way of life that avoids causing harm
14. PRINCIPLES	to develop sincere and stable inner values, and avoid harmful influences
15. SERVICE	to help and benefit others in whatever way we can
16. COURAGE	to accept responsibilities and challenges with calm determination

The Process of Learning

Learning is an ongoing process and there are four important factors which make a difference.

The mind has to be ready

Space and motivation are needed. A full mind, like a full cup, can't hold anything new. At the beginning of each session breath meditation allows space and participants are invited to establish a positive intention.

Some understanding of the content is needed

This is achieved through reading, observing, reflecting and discussing.

Some active mind work is needed

This is achieved through concentrated analysis of the content. Simply consuming facts is unlikely to change patterns of thinking.

Some active practicing of the content is needed

This is done by consciously practicing the content in daily life.

When all four are included in the facilitation process, genuine learning can take place.

Some tips for leading groups

Check your intention

Take time before each session to reflect on your motivation for facilitating the session. We find that the more altruistic the motivation, the greater the impact on the atmosphere and outcome of the sessions.

Find inspiration in science and spiritual traditions

The 16G book and website have a lot to offer. It is also fruitful to research additional inspiration from other sources. There is a lot of academic research relating to each guideline which will enhance your presentation of them. Many spiritual traditions and faiths have wise perspectives related to the guidelines and can provide quotes and insights. It will then be easier for you to ask thought provoking open-ended questions and guide the group to understanding.

Balance technical understanding versus personal insight

As a facilitator, you may notice the two directions which discussions can take, and the different learning they bring about. On the one hand, you can reinforce a technical discussion that brings about a theoretical understanding. On the other hand, you can ground discussions in personal experience which brings a deeper level of insight and development.

Develop your own mindfulness practice

This is important for two reasons. Firstly, for significant learning to take place, your mind must be ready to change. For this it needs to be calm, at ease, and focused - mindfulness is a powerful tool to achieve this. Secondly, mindfulness trains you to observe how the mind works. Understanding the mind leads to understanding the way in which the mind perceives the world. From this, you develop a more realistic view of the nature of reality. That brings the wisdom that is a prerequisite for creating stable and lasting happiness.

BACKGROUND READING

Wisdom Theme

HOW WE THINK

Everything that we say and do arises from our thoughts. Behind every emotion and action lies a thought. The reality we experience is a consequence of the projecting nature of our minds. Each thought shapes what we perceive. Our thinking can limit us. How much of what we perceive is really true?

Our tendency is to look externally rather than internally. We blame others and/or circumstances. Do we take responsibility for our thoughts and actions? Our emotional reactions and physical actions are affected by a complex mixture of our experiences, attitudes, perceptions and beliefs. Neuroscience says there is an intimate connection between our perceptions and attitudes on the one hand and our emotions and motivations on the other. So if we change our perception and attitudes towards someone we can change the way we feel about them.

HUMILITY is the attitude of experiencing the world and what it contains with wonder and awe. It is about seeing ourselves as a small part of a vast cosmos, inhabited by people and creatures from whom we can learn.

Humility is quiet strength. In some cultures it is considered quite normal to be loud and assertive about what we think and what we want. Yet there is something dignified about people who are sincerely humble. Even if they are prominent and successful, they have the wisdom and experience to understand their limitations. A person with humility can see beyond their own viewpoint and interests. Humility shifts our perspective from 'me' to 'others' and is delighted to do so.

Extract page 7 of 16G for Life book

PATIENCE To practise patience is to taste the power of the mind. Life is full of uncomfortable experiences, from minor niggles and irritations to major confrontations and setbacks. When they happen, we have a choice about how to respond. We can either become agitated and upset, or we can stay calm and relaxed. Patience is the ability to control our reactions and retain our peace of mind.

Patience gives us the flexibility and strength not to be a victim of circumstance. It is like having a protective suit of armour. It doesn't make us passive or resigned, or take away the ability to respond appropriately to difficulties and harm. On the contrary, patience makes it far more likely we can respond in an appropriate way, because we retain the ability to think clearly.

Extract page 15 of the 16G for Life book

CONTENTMENT

is a state of mind that has nothing to do with money, objects, or other people. Nor does it concern itself with how much we have, or how little. Instead, it's about finding a point of stillness within ourselves which allows us to be quietly happy whatever our situation might be, and to be at peace with who we are.

How do you experience contentment? It can be as easy – and yet as radical – as taking a breath in, and deciding to release everything that makes us feel anxious and dissatisfied as you breathe out. Try settling deeply and quietly in a traffic jam, in the middle of an argument, or when tears are close. Let the commotion of the world simply come to rest. Is it possible to taste the experience of surrender and release?

Unless we learn to live in the moment, and to accept it as it is, we may never function well or feel fully alive. Contentment releases us from the restless desires that drive us blindly forward, and which prevent us from being open to the needs and gifts of others. It frees us up to direct our energy in fresh and more conscious ways.

Extract page 23 of 16G for Life book

DELIGHT

is the taste we get when something good happens. Worries fade away, frustration evaporates, and anger disappears when a baby is safely born or a friend passes their exams, when a problem is solved or a conflict resolved. Delight opens the heart.

Delight can change our minds and change our lives. It is a tonic that relieves the pain of envy and shifts the blight of depression. It brings us closer to the people we love and eases the difficulties we have with those people who are further away from us.

It makes such good sense to practise the art of rejoicing that it is strange we often overlook it. Why is bad news sometimes more compelling than good news? Why are we tempted to dwell on what is going wrong rather than what is going right? One drags us down, the other lifts us up.

Extract page 31 of the 16G for Life book

1. Exploring Humility

Introductions > 10 min

to facilitator, to participants, to the 16G program

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Think (see page 6 and 7 for background information)

Guideline of the day > 5 min

Humility (see page 6 and 7 for background information)

Guided Meditation on Humility > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is humility'? Notice what arises. What does it mean to you in this moment? How do you feel when you are humble? What role does humility have in your life? How do others react when you are humble? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you are not humble. Notice what arises. How do others react when you are not humble? How could you become more humble? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Humility > 10 min

- Think of a time when someone was trying to speak with you but you were occupied with something else. Really imagine it. Did you continue with what you were doing?
- Observe your mind and connection to the person. Be honest and not judgmental.
- When you listen to them - do you focus on what they are saying - or feeling?
- Is your mind already forming a response based on your experiences?
- Now imagine that experience again. This time stop what you are doing, make eye contact with them and listen carefully with an open mind not limited by your preconceptions.
- Observe your mind and your connection with the person. Has anything changed?
- Rather than thinking about 'Me', focus on them. Is your mind less cluttered?
- During the next week, notice when you see or feel humility.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Humility to you?

Humility doesn't get in the way of achieving personal success. It is a quiet strength that can bring respect and a power to influence others.

It is an attitude which experiences life with wonder, accepts that we are a small part of the world and can learn from everyone.

Does it mean seeing beyond our own viewpoint and interests and accepting our limitations whilst continuing to develop?

Does it mean we acknowledge our dependence on others in all aspects of our life?

Does it shift our perspective from 'me' to 'others'?

Is there a role model for humility - in your family or community?

How would your life be if others were never humble?

What do you need to be humble? Where does humility come from?

How can humility contribute to happiness?

How is it not to have Humility?

It creates a narrow outlook that is unable to expand and develop.

Without a humble outlook we lose the ability to listen so we can miss opportunities to learn from those with whom we interact.

We feel superior, proud or self-important and stagnate. It can be very subtle.

How can humility contribute to happiness?

How can we change to a mind-set that has Humility?

We need to recognise and admit that:

- we are often fearful and vulnerable
- we don't always get things right or know what to do
- we are interconnected and completely dependent on each other
- what we use or consume depends on a web of connections across the globe
- we all depend on practical and emotional support from others for our existence

This creates the condition for gratitude, acceptance, calm, flexibility and a broader outlook.

How is our Humility when we walk into a room full of people?

We have a choice. We can be anxious, wonder how to behave, who to speak to, and focus on how we want others to perceive us. This is a 'Here I am' approach. Or we can be soft and flexible, need nothing from anyone, and have genuine interest in those there. This is a 'There you are' approach.

If someone says they have Humility, how are they embodying it?

Some who consider themselves humble may be proud and pleased with themselves. As Benjamin Franklin said 'I know if I ever became truly humble, I would be proud of it'. It is not a label of humility we want, but a change of mind, so it becomes part of who we are.

2. Exploring Patience

Introductions > 10 min

Recap since last session. Has anyone noticed Humility?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Think (see page 6 and 7 for background information)

Guideline of the day > 5 min

Patience (see page 6 and 7 for background information)

Guided Meditation on Patience > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is patience'? Notice what arises. What does patience mean to you in this moment? How do you feel when you are patient? What role does it have for you? How do others react when you are patient? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you are not patient. Notice what arises. How do others react when you are not patient? How could you become more patient? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Patience > 10 min

- Think of an everyday event or person which is a catalyst for your impatience.
- Reflect - what is creating the impatience? Be an observer - without self-judgment.
- Be honest with yourself - observe the different layers creating the impatience.
- Are you judging the event or the person(s)?
- Are you projecting your impatience with yourself onto them?
- Are you quick to take offence? If so why? Reflect and observe.
- Do you accept that you can't always have things your way? That may take time.
- There will always be people, things and events that we allow to irritate us, so the basis for learning is readily available. We are not unique in being impatient.
- Everyone else is also undergoing the same feelings and reacting unhelpfully.
- How can you start to change your mind-set to be more patient?
- Recall how you feel physically when you are impatient.
- When you notice that feeling of impatience can you start to change the habit?
- Can you make a determination to reflect after being impatient and think how you could have acted in a different way?
- During the next week, notice when you see or feel patience

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Patience to you?

Patience is to know what to do with the mind when waiting; allowing time for things to happen. It creates space in our mind to be able to make wise choices. It is the ability to control our reactions to people or events and retain peace of mind. It helps eliminate expectations, gives flexibility and strength not to be a victim of circumstance. It helps us to be disciplined and content and is a remedy for anxiety. Patience is not a weakness but a strength. It is an antidote to anger. It allows us to be calm in the face of adversity and retain the ability to think clearly. Does bearing abuse mean we are patient? What are the positive sides of patience? For oneself? For others? Is there a role model for patience in your family or community?

Who is suffering when you are not being patient?

Not being patient creates a narrow outlook to the mind. Impatience is the starting point of frustration which leads to anger. Anger breeds anger, calm breeds calm. The more we are patient, the easier it is.

How can we develop Patience? Where does it originate?

By reflecting on the fact that nothing is permanent. By understanding that our impatience is not unique. Others go through the same. By reflecting that the harm may not be intended or have anything to do with us. By understanding that if we have patience it helps to creates patience in others. By reflecting on the benefits of having patience - with ourselves and with others.

How can we change to a mind-set with Patience?

Be aware, use each experience to look back and acknowledge what happened. Notice that a characteristic of impatience/frustration/anger is that it appears wholly justifiable and we blame the external. Initially take small steps to change this. Reflect that the root cause of impatience is within our mind. It isn't the event or person. If it was, it would create impatience with everyone which is not the reality. How can patience contribute to happiness?

3. Exploring Contentment

Introductions > 10 min

Recap since last session. Has anyone noticed Patience?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Think (see page 6 and 7 for background information)

Guideline of the day > 5 min

Contentment (see page 6 and 7 for background information)

Guided Meditation on Contentment > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is contentment'? Notice what arises. What does contentment mean to you in this moment? What role does it have? How do you feel when you are content? How do others react when you are content? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you are not content. Notice what arises. How do others react when you are not content? How could you become more content? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Contentment > 10 min

- Think of times when you feel restless and dissatisfied.
- Think of a specific everyday event which becomes a catalyst for your discontent.
- Reflect - what is creating the discontent? Be an observer - without self-judgment.
- Be honest with yourself - observe the different layers creating the discontent.
- Are you trying to avoid something? Are you projecting discontent with yourself?
- How can you start to change your mind-set to be more content?
- Recall how you feel physically when you are discontent, restless or dissatisfied.
- Next time you experience this, instead of springing into action, come to a standstill.
- Resist the impulse to distract, to eat, drink, smoke, start a conversation or whatever you usually do.
- Take a few deep spacious breaths and accept things as they are. Let it remain so for five minutes. Does this alter the choices you make?
- When you notice a feeling of discontent arise can you start to change the habit?
- During the next week, notice when you see or feel contentment.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Contentment to you?

Contentment is stillness amidst the noise and bustle.
It is feeling whole and fulfilled whatever the circumstances, situation or experience.
It feels alive, complete and in the moment - open and aware.
It isn't just simplicity but simplicity and contentment can reinforce each other.
Contentment is a settled deep feeling within us.
It can focus our energy and transform any feelings of 'not good enough'.
Contentment means we have no need to hurt another or to profit at their expense.
People are drawn to those who have contentment.
What are the positive sides of contentment? For oneself? For others?
Is it possible to always be content?
Is there a role model for contentment in your community?
How can contentment contribute to happiness?
What is the difference between contentment and happiness?

How is it not to have Contentment?

Discontent is wanting more, not being satisfied, feeling a vacuum and hollowness.
It involves creating distractions or generating external and internal clutter.
It is a mind of desire for externally generated sense pleasures – it works as a multiplier.
It is disconnection and disengagement from others and the environment.
Discontent is relentless, always wishing and hoping which never brings peace.
It is obsession with day to day detail masking never ending frustrations or sadness.
It can manifest as sarcasm and depression.
How can we change from not having contentment to being content?

How can we begin to develop Contentment?

Have periods of simplicity
Regular quiet personal reflective time analysing and transforming ruminations
Go to peaceful places – do retreats
Spend regular times unplugged

4. Exploring Delight

Introductions > 10 min

Recap since last session. Has anyone noticed Contentment?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Think (see page 6 and 7 for background information)

Guideline of the day > 5 min

Delight (see page 6 and 7 for background information)

Guided Meditation on Delight > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is delight'? Notice what arises. What does delight mean to you in this moment? What role does it have in your life? How do you feel when you are delighted? How do others react when you are delighted? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you don't have delight. Notice what arises. How do others react when you are not delighted? How could you have more delight? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Delight > 10 min

- Remember a time when you woke up and just embraced the delight of being alive.
- Recollect a time when you experienced a moment of pure and utter delight.
- Can you take delight in something that has happened today, fully and without reservation?
- How can you start to change your mind-set to rejoice more; to be more delighted?
- Recall how you feel physically when you are delighted; when you rejoice.
- When you notice a feeling of discontent arise can you start to change the habit?
- Be aware of the feelings in your body, in your mind when you rejoice, when you are delighted, even if it is after the event.
- Instead of ruminating about problems and difficulties determine to conclude today and each day by celebrating moments of delight and being alive.
- During the next week, notice when you see or feel delight.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Delight to you? What is it to Rejoice?

Delight is a deep, genuine feeling when something good happens - to others, in the environment, as well as to ourselves. It is physical as well as emotional.

Delight opens the heart – causing frustrations to fade and anger to disappear.

People surviving serious illness often delight in the simple pleasure of being alive.

Although delight can be light hearted, it can be a tool for inner transformation.

What are the positive sides of delight? For oneself? For others?

What is the relationship between delight and rejoicing?

Can rejoicing lead to delight?

What is the relationship between jealousy and delight?

What are your tips to become better at delight? What would need to change?

Is there a role model for delight in your family or community?

How can delight contribute to happiness?

What is the difference between delight and happiness

How is it not to have Delight?

Is it the same as disappointment?

Is it unhappiness or annoyance leading to anger, boredom, disappointment, and cynicism?

Many people focus on what is wrong rather than what is right. Bad news and seeing others suffer can be compelling. Why is this?

How can we change to a mind-set that has Delight?

Daily, countless opportunities arise, moment by moment, for us to delight in. Small children do this naturally.

Do we accept that we can choose what we feed our heart and mind? We can make a choice to open our hearts.

We can experience the wonders of nature.

We can rejoice in the good fortune of others. This will increase our feeling of connection to others which will create warmth.

We can focus on prioritising developing our open awareness.

We can train ourselves to reduce a narrow, insular outlook and move from self-centeredness to delighting in others.

BACKGROUND READING

Wisdom Theme

HOW WE ACT

Every positive action makes a better world. Every thought and action has a consequence. If everything in your life is a reflection of a choice you have made, then if you want a different result, you need to make a different choice.

Human lives are composed of billions of actions of body, speech and mind which take place every minute from the moment of birth until the second when we take our last breath. How we choose to act defines and colours the quality of our life and experiences.

How we act is not only important for our own welfare, but also for others. Through our actions we have the choice to nurture friendships, families, community and society – or to bring pain and disharmony. Everything we do sets in motion a chain of events. The deeper we probe into this, the stronger is the call to pay intense attention to how we think and subsequently behave, because the consequences can be so complex and far reaching.

KINDNESS

says: 'I want you to be happy.' To be kind means to be friendly, caring, generous, benevolent, considerate, respectful, fair and affectionate. We all know in our hearts when we have received or offered kindness because of the warm feeling it brings. Is there anyone who does not want to experience kindness from another person?

Kindness knows with exquisite wisdom when it is appropriate to say or do something. It is found in the small details. A gentle touch on the cheek or a soft support of the elbow guiding someone across the road. Sustaining eye contact for just that moment longer. Making a telephone call. Remembering the little things that please someone.

If we act in a kind way, it may seem that we are putting someone else's happiness ahead of ours, but it doesn't work that way. Being kind invariably feels good, lifts our own spirits, and nourishes us in ways that we don't always acknowledge. Everyone benefits.

Extract page 41 of the 16G for Life book

HONESTY

is an opportunity to move through the world gracefully without harming other people. To speak or act dishonestly is to put our own interests ahead of someone else's. To distort what they experience to fit our needs, or to take their possessions for ourselves. This is why dishonesty causes such disappointment and pain. Whereas to be honest is to cherish the needs and wishes of someone else. It is a statement that we care about another person's welfare.

Honesty is a personal choice that arises every time that human beings connect with one another. Each individual has the opportunity to be straightforward and honest in their dealings with other people, regardless of their health, family situation, possessions or resources. In doing so, they help to create a culture of honesty for everyone.

Extract page 49 of the 16G for Life book

GENEROSITY

In some ways generosity seems a crazy, counter-cultural way to behave. Instead of keeping our time, energy or possessions for ourselves, we give them away. There is something very powerful about choosing to do this. It is a fundamental shift away from the limited world of 'me' and 'mine.'

Generosity is defined by the wish to benefit someone else. It is rarely the size of the gift or the gesture that matters most, but the message that comes with it. The heart knows this, immediately and unmistakeably. We taste the uneasiness when a gift has an ulterior motive, and save our real admiration for the person who can give without seeking a return.

To some degree, everyone is likely to demonstrate generosity in some way, whether to a member of their family, a friend, or a beloved animal. The question is whether we choose to go further than that. Whether we want to learn how to open our hearts and hands more widely, and to share more generously whatever time, energy, talents and possessions we have. It is a critical decision about the direction that we want our lives to take.

Extract page 57 of the 16G for Life book

RIGHT SPEECH

Words! Love them or hate them, it often feels like we're drowning in the noise they create – not only in our own ears, or on the page, but in our heads. They have the power to uplift us and to cast us down, to liberate and to entrap. They create friendships and make enemies. They can gain us great wealth and lose us everything we possess. The power of speech is so great that words cannot do it justice.

As soon as a child learns to speak, its life and relationships change. Countless daily choices come next. Whether to speak loudly or quietly, fast or slow. What words to use. When to speak or to be silent. We learn how to use our speech through trial and error, and in doing so create an image and style that will define our personality and shape our lives.

Right speech is a commitment to use words skilfully, in a way that will bring peace and happiness to ourselves and the people around us. It is about using our speech to take away fear, to bring hope, to make people laugh and feel closer to one another. This is how we share who we are.'

Extract page 65 of the 16G for Life book

5. Exploring Kindness

Introductions > 10 min

Recap since last session. Has anyone noticed Delight?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Act (see page 16 and 17 for background information)

Guideline of the day > 5 min

Kindness (see page 16 and 17 for background information)

Guided Meditation on Kindness > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is kindness'? Notice what arises. What does kindness mean to you? What role does it have for you? How do you feel when you are kind? How do others react when you are kind? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you aren't kind. Notice what arises. How do others react when you are not kind? How can you develop more kindness? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Kindness > 10 min

- Think about some specific times when you were kind.
- Recall specific times when others have been kind to you.
- Think about who you show kindness to. Are you selective and kind only to people you like?
- What about people beyond your comfort zone? How can you be kind to people you don't know? Can you be kind to people you dislike?
- How can you be polite to someone who is rude to you?
- Imagine helping someone who does not appreciate your help or who rejects your kindness. How do you feel emotionally and physically?
- Imagine you observe someone drop something – perhaps their wallet. You pick it up and catch up with them to hand it over. At first they are surprised then relieved. They smile and thank you. How do you feel on receiving their gratitude to your kindness? What difference would it make to your day? Is this self-kindness?
- Can you be aware of the feelings in your body and in your mind when you are kind, even if it is after the event?
- During the next week, notice when you see or feel Kindness.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Kindness to you?

Kindness is being friendly, caring, generous, benevolent, considerate, respectful, fair, thoughtful, aware, affectionate and non-judgemental.

Kindness diminishes a narrow selfish outlook and helps us move from self to others.

Kindness comes from a place of strength, respect, connection and belonging.

There are many positive effects of being kind and putting others before ourselves.

Small acts of kindness, a smile or acknowledging someone, have a knock-on effect.

Kindness needs wisdom - it isn't always soft and fuzzy, it can be tough love and discipline. It needs skill to understand what others need from us.

Can you be happy if no one is kind to you?

What do you need to be kind? What can we do to become kinder?

Is it possible to be kind in any situation?

To whom do we show kindness? Are we kind to ourselves?

Why do some people feel kindness is a weakness?

Is there a role model for kindness in your family or community?

Is happiness possible without kindness? Does kindness lead to happiness?

How is it not to have Kindness? What stops us from being Kind?

Is it having a narrow, selfish outlook?

It is conditional, disconnecting from people.

Unkindness can be the result of selfish motivation, insecurity, fear, distraction, being judgemental and procrastination.

How can we change to a mind-set that has Kindness?

Reflect on the reality that we are all dependent on the kindness of others from our conception to our death – for food, drink, shelter, clothing, health, education, information, entertainment etc. Understand that we all have the potential to be kind – it depends on our choices.

Do we need to be kind to self before we are able to be genuinely kind to others?

6. Exploring Honesty

Introductions > 10 min

Recap since last session. Has anyone noticed Kindness?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Act (see page 16 and 17 for background information)

Guideline of the day > 5 min

Honesty (see page 16 and 17 for background information)

Guided Meditation on Honesty > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is honesty'? Notice what arises. What does honesty mean to you? What is the role of honesty in your life? How do you feel when you are honest? How do others react? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you are dishonest. Notice what arises. How do others react when you are dishonest? How can you become better at honesty? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Honesty > 10 min

- Recall a specific time when someone was honest with you. How did it feel?
- Think about some specific times when you were honest. How did it feel?
- Do you have different levels of honesty, depending on who you are interacting with?
- What about people beyond your comfort zone? Are you honest with them?
- Recall a time when it was difficult to be honest. How did it feel?
- Imagine being honest with someone who does not appreciate your honesty or who rejects it. How do you feel emotionally and physically?
- When you are dishonest – how do you rationalise your actions?
- Is there a situation in which you have exaggerated or misrepresented yourself?
- What circumstances created the exaggeration? Were they external or internal?
- Can you be aware of the feelings in your body and in your mind when you are dishonest, even if it is after the event?
- If you are not honest with yourself, can you be honest with somebody else?
- Are there any past dishonest actions that play on your mind? If so, have genuine regret and commit to not repeating the action.
- During the next week, notice when you see or feel honesty.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Honesty to you?

Honesty is considering someone else's needs and wishes, even in small actions. It is making the choice to be straightforward and open hearted regardless of health, family situation, possessions or resources. Having an honest conscience is a pleasure and a relief. Honesty is accepting responsibility and having regret for past dishonest actions. In our competitive, material society it takes courage and resilience to be honest. Honesty doesn't need to be hurtful or blunt – it can be subtle and refined. What do you need to be honest? Is being honest good for you? Do you always want others to be honest to you? How do you feel emotionally and physically when someone is dishonest with you? To become better at honesty, what would need to change? Is there a role model for honesty in your family or community? What is the relationship between honesty and happiness? Can you be dishonest and happy?

How is it not to have Honesty? What is Dishonesty?

It is to put our own interests or reputation ahead of others. It involves misrepresenting ourselves. It is taking others' possessions or ideas for ourselves. Dishonesty is secretive and expends energy. What might be some reasons not to be honest? Are they justified? What is dishonesty in thoughts? What effect does dishonesty have on others or on yourself?

7. Exploring Generosity

Introductions > 10 min

Recap since last session. Has anyone noticed Honesty?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Act (see page 16 and 17 for background information)

Guideline of the day > 5 min

Generosity (see page 16 and 17 for background information)

Guided Meditation on Generosity > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is generosity'? Notice what arises. What does generosity mean to you in this moment? What role does generosity have in your life? How do you feel when you are generous? How do others react when you are generous? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you are not generous. Notice what arises. How do others react when you are not generous? How can you become better at generosity? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Generosity > 10 min

- Think about when you were on the receiving end of a generous act. How did it feel?
- Recall a time when you were generous to someone. How did it feel?
- Recall a time when it was difficult to be generous. How did it feel?
- Are you generous with people beyond your comfort zone?
- Could you be generous to someone you dislike?
- Remember a time when you were generous with someone who did not appreciate your generosity or who rejected it. How did you feel emotionally and physically?
- When you are not generous – how do you rationalise your actions?
- Can you be aware of the feelings in your body and in your mind when you are dishonest, even if it is after the event?
- Could you give more to others than you do at the moment? In what area - your time, your skills or your resources?
- Can you let someone have their way at your expense?
- Is giving away something you don't need or want being generous?
- During the next week, notice when you see or feel generosity.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Generosity to you?

It is a wish to benefit someone else - not necessarily just with money or things. Generosity can relate to time, energy, talents, possessions - or smiles. Generosity is not conditional on receiving thanks, praise or enhancing reputation. It is not the size or value of the generosity but the motivation. Generosity doesn't depend on intelligence or the amount of wealth someone has. Research shows that the less people have, the more they are generous. Generosity creates a meaningful relationship with our possessions. Generosity is giving away something we enjoy and use, or have a future use for. The happiest people are not those getting more, but those giving more. When did you last experience a moment of pure generosity? Is 'giving' always generosity? Is it possible to be generous when alone? Where does generosity come from? Can people be too generous? Does generosity change if you expect something in return? Is there a role model for generosity in your family or community? How does generosity contribute to happiness?

How is it not to have Generosity?

It is to be stingy, to not share, to accumulate even with the result of over-extending. It is a selfish, insular, me/mine focus. It chases material rewards for reputation. It is to be attached to possessions, time or skills so we don't share them. The more attached, the more fearful of loss and the more meanness.

8. Exploring Right Speech

Introductions > 10 min

Recap since last session. Has anyone noticed Generosity?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Act (see page 16 and 17 for background information)

Guideline of the day > 5 min

Right Speech (see page 16 and 17 for background information)

Guided Meditation on Right Speech > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is right speech'? Notice what arises. What does right speech mean to you in this moment? What role does right speech have in your life? How do you feel when you consciously choose to use right speech? How do others react when you use right speech? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you choose not to use right speech. Notice what arises. How do others react when you don't use right speech? How can you become better at right speech? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Right Speech > 10 min

- Bring to mind a recent occasion when you gossiped about someone or criticised them. Try to recall this conversation without judging yourself.
- Be gentle but probing. What were you doing at the time? What motivated you to speak in this way? How did it make you feel? What effect did it have on others?
- Now visualise that you walk into a room where two people are talking about you, they are criticising you. Imagine that this is happening and notice how you react.
- What happens to your body? What happens in your mind? How do you feel towards them? What will you do next?
- If this imaginary gossip and criticism hurts you, treat yourself with kindness and gentleness. Acknowledge that you are experiencing pain without blaming anyone.
- Try to extend the same kindness and gentleness to the people whom you have hurt with your criticism and gossip.
- Is there a way for you to make amends? What is holding you back from doing this?
- What would it take to use your speech more wisely in the future?
- During the next week, notice when you hear or use right speech.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Right Speech to you?

Right speech is the natural consequence of caring for another person and wanting to contribute to their well-being.

Right Speech does not set out to harm or knowingly deceive, and it avoids turning people against each other.

There is great satisfaction in knowing that we have spoken truthfully and well. Our breathing is regular. Our body and mind are at peace.

Right speech is not always quiet. Stern yet skilful words may be necessary to discipline a child, or to be honest and direct with a friend.

Right speech is different from noisy words that dramatize and misrepresent, or the 'half listening' that we do when we are tired or rushed.

Sometimes the most beneficial action is to remain silent.

How does it feel when you hear right speech?

What are the causes of being able to use right speech?

Do you have a role model for right speech in your family or community?

What is the relationship between right speech and happiness?

How is it not to have Right Speech?

It is to use harsh, deceptive or divisive speech; lying, gossiping, bickering.

It can be verbal manipulation.

It can be non-stop chatter that exhausts and distracts.

BACKGROUND READING

Wisdom Theme

HOW WE RELATE TO OTHERS

are cherishing ourselves. Our happiness depends on the happiness of others. So to strengthen our relationships with the people around us is one of the most direct and effective routes to a happy life.

Whether we like it or not, we cannot get by on our own but it is easy to forget the people behind the scenes who make our existence possible. Whether it is the farmer who grew the seed for our bread, the engineer who brought the water for our tea, or the van driver who supplied the shop: our connections with others are endless. If we pursue the matter, we find that we are linked to every being on the planet, past, present and future.

Our tendency to overlook or ignore these infinite connections is unrealistic and a major obstacle to happiness. There is a deep rooted inclination to see ourselves as separate individuals who have worked hard to be 'self-sufficient' and 'independent'. The result is often isolation, loneliness, anxiety and depression. The happiest people are those who acknowledge their interconnection and who nurture warm and appreciative relationships.

RESPECT

Everyone wants and needs respect. It is a pre-requisite for human beings to relate to each other in a positive and constructive way. Respect acknowledges that we have the same basic needs, whether physical, psychological or spiritual, and that other people's experience and wisdom can be helpful to us.

Yet there is another dimension to respect, with even more power to transform. From our earliest years, we learn and grow through admiring and copying other people. In traditional societies this was and is a well-ordered process. Wisdom and life experience are seen as a form of wealth to be passed down the generations. 'Elder' does not just mean 'old.'

All around us there are people we can respect and learn from, if we choose to do so, and if we have the necessary humility. Respect is something that we have to give rather than to demand.

Extract page 75 of the 16G for Life book

FORGIVENESS

is the capacity to reclaim our peace of mind when something has happened to disturb us. We have the choice whether to respond to hurts and conflicts with anger and bitterness, or with forgiveness.

Forgiving is not the same as forgetting. It does not mean that we gloss over the harm that has taken place, or pretend that it never happened. What it does is to allow us to let go of the destructive attitudes towards the past that imprison us and the person who harmed us in a cycle of recrimination and guilt. When our desire for reconciliation and peace is stronger than our anger, disappointment or pain, then forgiveness offers the opportunity to make a new start.

Forgiveness can seem insurmountable, and has vast consequences, but in essence it is a shift of mind. The motivation to forgive has to come from a genuine wish deep inside to relieve the pain and discomfort of ourselves and of others. It cannot be forced.

Extract page 83 of the 16G for Life book

GRATITUDE

Every time we cherish others we celebrates our connections with other beings and our capacity to offer mutual support. It is a form of openness and generosity that strengthens relationships and heals tension, resentment and anger. Gratitude calls us to strip away unnecessary complexities, and to be simple and natural with each other. It brings peace and harmony.

Gratitude is grounded in the wisdom which accepts that we are neither independent nor self-sufficient, but part of an extraordinary continuum of events and beings on this planet. It encourages us to welcome reality, rather than to fight it – both what seems good, and what seems bad. Learning to appreciate every single thing that happens as a potential source of insight and growth is one of the key ingredients for a happy life.

Extract page 91 of the 16G for Life book

LOYALTY

When life is going well, it's easy to forget that change happens in an instant. It is the nature of the universe. In an uncertain world, a sense of loyalty and mutual responsibility is often the glue that holds families and friendships together. It can be the lifeline that helps us to feel safe and supported and enables us to function well.

It is logical to feel loyalty towards the people we feel close to, especially if we want them to be loyal to us. But can this feeling of closeness go further? Is it possible to extend the same warmth and support to people outside our inner circle? What can be done to develop an attitude of loyalty and solidarity towards the wider community and, ultimately, towards the entire planet?

Extract page 99 of the 16G for Life book

9. Exploring Respect

Introductions > 10 min

Recap since last session. Has anyone noticed Right Speech?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Relate To Others (see page 26 and 27 for background information)

Guideline of the day > 5 min

Respect (see page 26 and 27 for background information)

Guided Meditation on Respect > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is respect'? Notice what arises. What does respect mean to you in this moment? What role does respect have in your life? How do you feel when you receive respect? How do you feel when you show respect? How do others react when you are respectful? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you don't show respect. Notice what arises. How do others react when you are not respectful? How can you become better at respect? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Respect > 10 min

- Think about a recent occasion when someone showed you respect. How did it feel?
- Recall a time when you showed someone respect. How did it feel?
- Think about a time when you did not show respect. Be gentle but probing. What were you doing at the time? What motivated you to be disrespectful? How did it make you feel? What happened to your body? What happened in your mind? What effect did it have on others? Is there a way for you to make amends? What is holding you back from doing so? What will you do next?
- If you could choose a role model for respect, who would it be?
- Which of their strengths would you like? Which of their strengths do you have?
- During the next week, notice and rejoice every time you respect someone, and remember the role model who has inspired you with the strength of respect

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Respect to you?

Giving and receiving respect feels worthy. It warms the heart and lifts the spirits. Words are often unnecessary. We know intuitively whether or not we respect someone, and whether we are respected by them. Genuine respect comes from the heart and is freely given. It isn't a measure of worldly achievement. We can respect someone for speaking just one sentence – or for staying silent. When someone shows you respect, are they affirming who you are and how you choose to live? What would your life be like if no one respected you? How do you achieve the respect of others? Is it learned or earned? Can we gain respect by giving it? Thinking of people you respect, what qualities do they have? Do you have a role model for respect in your family or community? How can respect contribute to happiness?

How is it not to have Respect?

It is to show disrespect, disdain, or to disesteem. It can be obsequious behaviour or idolatry. It is not listening and interrupting. It is excluding others rather than including. It can be ignoring others and their boundaries.

10. Exploring Forgiveness

Introductions > 10 min

Recap since last session. Has anyone noticed Respect?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Relate To Others (see page 26 and 27 for background information)

Guideline of the day > 5 min

Forgiveness (see page 26 and 27 for background information)

Guided Meditation on Forgiveness > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is forgiveness'? Notice what arises. What does forgiveness mean to you in this moment? What role does forgiveness have in your life? How do you feel when you forgive? How do others react when you forgive? How does it feel when someone forgives you? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you don't forgive. Notice what arises. How do others react if you can't forgive? How can you become better at forgiveness? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Forgiveness > 10 min

- Think about an occasion when you forgave someone. How did it feel?
- Recall a time when someone forgave you. How did it feel?
- Think about a time when you did not show forgiveness. Be gentle but probing.
- What were you doing at the time? Who was there?
- What motivated you to not forgive the person? How did it make you feel?
- What happened in your body? What happened in your mind?
- What effect did it have on others?
- How much time do you spend thinking about this person or situation? Check up.
- Do you get upset when this person fails to meet your expectations or needs?
- Are your expectations realistic?
- Can you create some space in your mind in which forgiveness can take root?
- Is there a way for you to begin to forgive them?
- What is holding you back from doing so? What will you do next?
- Could you be more forgiving next time around?
- During the next week, notice when you see or feel forgiveness.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Forgiveness to you?

Forgiveness celebrates our capacity to love and reach out to someone else; whatever has happened between us.

The more we forgive, the more we experience the benefits it brings. We sleep better. We get our energy back. Everyone feels lighter and happier. New levels of understanding, creativity and intimacy can arise.

When we forgive we are acknowledging that life is in flux; that relationships are complex and constantly changing; and that there is a wider perspective, which we may not be able to see for ourselves.

Is forgiveness the same as accepting?

Is forgiveness a matter of letting go - or of not holding on? Is there a difference?

Do you have a role model for forgiveness in your family or community?

What is the relationship between forgiveness and happiness?

How is it not to have Forgiveness?

Not forgiving is to blame, to have rancour, to hold a grudge, to not let go.

It is holding onto suspicion and not being able to trust.

It is holding on to resentment and dwelling in the past.

It can lead to a sense of self-righteous indignation.

Is there someone you need to forgive? Why is it difficult?

When you don't forgive, are you holding on to the past?

11. Exploring Gratitude

Introductions > 10 min

Recap since last session. Has anyone noticed Forgiveness?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Relate To Others (see page 26 and 27 for background information)

Guideline of the day > 5 min

Gratitude (see page 26 and 27 for background information)

Guided Meditation on Gratitude > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is gratitude'? Notice what arises. What does gratitude mean to you in this moment? What role does gratitude have in your life? How do you feel when you are grateful? How do others react when you are grateful? How does it feel if someone is grateful to you? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you are not grateful. Notice what arises. How do others react when you are not grateful? How can you become better at gratitude? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Gratitude > 10 min

- Start by generating a feeling of gratitude for all the good things that you experience in your life. Begin with physical things such as your home or possessions or surroundings or nature. Recall that many people don't have these things, and that you may not always have them. Rejoice in your good fortune.
- Take the time to appreciate some less tangible things, such as your relationships, health, freedom and knowledge. Experience a sense of thankfulness and appreciation for each of the good things in your life.
- Turn your mind to the many people who have been kind to you in the past. Recall the relatives and friends who were supportive or kind to you when you were young.
- Remember the teachers who showed you how to read and write, or who inspired you to learn. Focus on as many specific incidents of kindness as you can.
- Think about how all the love and kindness you have received in your life depends on similar love and kindness in previous generations. Imagine this kindness reaching back over millennia. Can you develop a wish to repay and pass on this vast kindness?
- Make a determination that each night before going to sleep you will reflect on 3 things you were grateful for in the day and each morning you will think of 3 things you are grateful for about the coming day.
- During the next week, notice when you see or feel gratitude.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Gratitude to you?

To say 'thank you' is to reassure another person that they have the capacity to contribute to our well-being.

To overlook what someone has done for us is a form of rejection and sometimes of subtle humiliation.

Expressing appreciation depends more on our own mood and attitude rather than on what has been done for us. It seems to come more easily when we are feeling happy and confident. Gratitude has no meaning unless it is sincere.

Everyone loses out if we can't drop the ignorance or misconceptions that get in the way of gratitude.

By turning us outward, gratitude shifts our focus from what we lack or strive for to what we already have, opening our eyes to the bounty that is life,

What do you need in order to show gratitude?

Can you be grateful and angry at the same time?

Can you be grateful and feel alone at the same time?

How can you obtain gratitude from others?

Do you have a role model for gratitude in your family or community?

What is the relationship between gratitude and happiness?

How is it not to have Gratitude?

It is being ungrateful, unappreciative, mean, or not able to give thanks.

It is having a mentality of scarcity.

It is thanking just for a better reputation or not being sincere in the thanks.

It can be cultivating disdain for others, or indifference, or insensitivity.

12. Exploring Loyalty

Introductions > 10 min

Recap since last session. Has anyone noticed Gratitude?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Relate To Others (see page 26 and 27 for background information)

Guideline of the day > 5 min

Loyalty (see page 26 and 27 for background information)

Guided Meditation on Loyalty > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is loyalty? Notice what arises. What does loyalty mean to you in this moment? What role does loyalty have in your life? How do you feel when you are loyal? How do others react when you show loyalty? How does it feel to see loyalty in others? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like when you are not loyal. Notice what arises. How do others react when you are not loyal? How can you become better at loyalty? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Loyalty > 10 min

- Think about an occasion when you were loyal to someone. How did it feel?
- Recall a time when someone was loyal to you. How did it feel?
- Can you think about a time when you did not show loyalty? Be gentle but probing.
- What were you doing at the time? Who was there?
- What motivated you to not be loyal to the person, situation or idea? How did it feel?
- What happened in your body? What happened in your mind?
- What effect did it have on others?
- Could you create space in your mind and be more loyal next time around?
- Think about a current situation when your loyalty is challenged or conflicted.
- Perhaps you are close to someone who is having a difficult time at the moment and you feel too busy to get involved.
- Take a few quiet moments to consider their situation and their needs.
- Is there something practical you can do to support them and to show your loyalty?
- Are you willing to do it?
- If not, what is holding you back?
- During the next week, notice when you see or feel loyalty.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Loyalty to you? Why be loyal?

The person who chooses to be loyal is asking 'What can I do for you? How can I make your life easier or more comfortable?

A truly loyal person is always sincere. They show subtle, yet powerful signs that they care. They are faithful in a way that they show up during both good and bad times. Loyal people are supportive and loving because they care.

What makes us care enough to speak up or stand up for someone else, no matter what? To make a public gesture, and experience whatever personal inconvenience, discomfort or challenges this brings?

The call to action comes from something in our guts.

To whom are you loyal and why?

How can you sustain your ability to be loyal?

What does it feel like to be loyal to others? To an idea?

Is loyalty the same as responsibility? Is loyalty the same as respect?

Do you have a role model for loyalty in your family or community?

How can loyalty contribute to happiness?

How is it not to have Loyalty?

It is disloyalty and undependability.

It is betraying, deceitful, deceptive, double-crossing, or double-dealing.

It is being false, insidious, dubious, irresolute, or uncertain.

BACKGROUND READING

Wisdom Theme

HOW WE FIND MEANING

If everything is changing, many things are possible. Your search for meaning will depend on your ability and willingness to explore new and unfamiliar territory. This is why it is often called a 'path'. It is a challenge to venture deep into yourself to explore your inner strength and longings, and find out how to use them to create a happy and fulfilling life. The process may be tough, demanding, and exhausting, but also thrilling, liberating and profound. Who are you? What are you doing here? How can you make the best of the years you spend on earth?

ASPIRATION

is the profound longing for purpose and fulfilment, joy and happiness, which lies deep – and sometimes buried – in our hearts, and in the heart of every living being. It is the voice inside that urges us to use our life well and to make the best of whatever gifts and passions we possess. The way we choose to respond to that voice will determine all the other choices we make in our lives.

Aspiration is the fuel of change. It feeds on our hope that life could be better or more meaningful, and our willingness to do something differently to make this happen. It is a call to action.

The happiest and most contented people are usually those who have found a way to put their aspirations for self and others into practice, and have thereby played an active part in creating a better world.

Extract page 109 of the 16G for Life book

PRINCIPLES

If we were each given a blank sheet of paper, how many of us would be able to list the principles that guide our lives? Day-to-day living makes so many demands that sometimes it feels more than enough just to react as best we can to whatever happens, hoping it will all turn out OK.

Yet most of us have plenty of principles, even if we are not aware of them. What is it that angers us or gets the fire churning in our gut? Getting upset is often the sign that a principle we hold strongly has been breached. It touches on something that says 'No!' We may be surprised by the passion and strength that is alive in us.

Principles give us strength. They provide the foundations from which we get the power and energy to make a stand about the things that matter to us. They keep our aspirations on track. Like the spokes of a bicycle wheel, they give stability and help us move forward in a purposeful way.

Extract page 117 of the 16G for Life book

SERVICE

is the outer expression of a wish to benefit others – to increase their happiness. At its best, it is an expression of caring, sharing, and delighting in each other. When it arises effortlessly and spontaneously, it is beautiful to watch.

Service can also be experienced as a duty. Instead of being light and joyful, it feels heavy and burdensome. For most of us, learning how to serve – and to be served – is a lifetime's task. In every moment there is an opportunity to make someone else's life a bit easier or nicer. Every thought, word and action that flows from us in a loving way has the potential to create happiness.

As we discover and deepen our wish for other people to be happy, we also find the key to our own happiness. Nobody gets left out of the equation. This is the golden rule of heart-felt service that underpins the great spiritual and wisdom traditions of the world. 'Do unto others as you would have them do unto yourself.'

Extract page 125 of the 16G for Life book

COURAGE

is about stretch. It's about seeing, feeling or realizing that something more or different can be done, developing the determination to do it, and then carrying it through despite all obstacles. We know in our bodies when we've been courageous. There is a glow of satisfaction and relief. Something has shifted, and we have grown in size.

Courage is not defined by what we do, but what we overcome within ourselves. It comes in many forms. It is found in a steady approach to everyday difficulties as well as in the single spontaneous gesture. It is happening quietly all around us as well as in the news.

Courage involves acknowledging our fears, but not being deterred from offering something that goes beyond our own immediate needs and comfort. Most courageous people have decided that the well-being of others is more important than their own, and have allowed this decision to drive their actions and the way they live. Invariably, they seem to find their own happiness in the process.

Extract page 133 of the 16G for Life book

13. Exploring Aspiration

Introductions > 10 min

Recap since last session. Has anyone noticed Loyalty?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Find Meaning (see page 36 and 37 for background information)

Guideline of the day > 5 min

Aspiration (see page 36 and 37 for background information)

Guided Meditation on Aspiration > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is aspiration'? Notice what arises. What does aspiration mean to you in this moment? What role does aspiration have in your life? How do you feel when you are full of aspiration? How do others react when you share your aspirations? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like if you don't have aspiration. Notice what arises. How might others react if you have no aspiration? How can you increase your aspirations? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Aspiration > 10 min

- Remember an occasion when you felt full of aspiration. How did it feel?
- Recall a time when someone inspired you with their aspirations. How did it feel?
- Can you think of a time when you did not have much aspiration? How did it feel?
- What were you doing? Who was there?
- Why did you have little aspiration? What motivated you to regain some aspiration?
- What happened in your body? What happened in your mind?
- How often do you reflect on your aspirations and what really fires you up?
- Can you give a day, an hour or even five minutes to honestly ask that question?
- Where is the resistance? Is it the risk of admitting that you may not be satisfied?
- Does part of you long for change while another part is anxious and afraid?
- Are you willing to acknowledge your power and potential to shape your life in the way that you long for?
- During the next week, notice when you see or feel aspiration.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Aspiration to you?

Do you believe aspirations are essential to life?

The happiest human beings seem to be those who have created meaning to their existence beyond simply taking care of themselves and family.

If the pursuit of pleasure and personal comfort take up our entire life it can become like salty water that never quenches our thirst.

When we aspire to achieve a goal or make a change in our lives, we set out on a journey. Having companions to share advice and lift our spirits can make all the difference.

When aspiration leads us into action, we feel a transformation. Bad news and disappointments are faced with more equanimity.

How do we decide the direction of our aspirations?

Does aspiration come naturally or do you have to nurture it?

If you had more aspiration, what might that give you?

How does it feel when someone you know doesn't aspire?

Do you have a role model for aspiration in your family or community?

Is happiness possible without aspiration?

How is it not to have Aspiration?

It is having a mind-set of indifference, apathy, or laziness.

It can involve being half-hearted.

It is feeling unconcerned, idle, indolent, inert, disconnected from or lethargic towards something that you had hoped or intended to accomplish.

14. Exploring Principles

Introductions > 10 min

Recap since last session. Has anyone noticed Aspiration?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Find Meaning (see page 36 and 37 for background information)

Guideline of the day > 5 min

Principles (see page 36 and 37 for background information)

Guided Meditation on Principles > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is a principle'? Notice what arises. What do principles mean to you in this moment? What role do principles have in your life? How do you feel when you hold to a principle? How do others react when you maintain your principles? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like if you break a principle. Notice what arises. How do others react when you break a principle? How does it feel when someone holds you to a principle? How can you be better at keeping all of your principle? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Principles > 10 min

- Ask yourself the question 'What are my principles?'
- Let the question descend within you, like a leaf dropping into a deep well.
- Repeat 'What are my principles?' a few times.
- Recall a time when you felt calm and solid, like a mountain with foundations stretching far down into the earth. Focus your attention on the sensation of being grounded and centred.
- What was going on at that time? What were you thinking? What were you doing? Be as precise as you can.
- Now recall a time when you felt wobbly and unsure of yourself or when you were unfocused and confused.
- What was going on at that time? What were you thinking? What were you doing? Be as precise as you can.
- Ask yourself 'What are the principles that ground me - that create the sense of being like a mountain?'
- Identify whatever words, images or ideas come to your mind.
- As you examine each of your principles, continue to watch the sensations that arise in your body and notice if and where there is tension or softness.
- Try to use the sensations to identify which principles are the most alive in you.
- Rest in the strength of whichever principles have the most meaning for you.
- During the next week, notice when you see principles being upheld.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is a Principle? What are Principles to you?

The function of principles is to be our inner compass, a touchstone for who we are and what we want to do with our lives.

Our principles make us unique. It is a risky business to ignore them. We may give away our peace of mind if we don't keep to a principle.

Principles can prevent us from being a victim in some circumstances. They act as a bridge between the quiet times when we listen to what we feel inside, and the busy times when there is no time to think before we speak or act.

Discipline and habit can help us stay on track. Following what we value is a relief.

What are your principles? How did you learn your principles?

Are principles always positive?

How do we know whether a principle is positive or negative?

Are there any universal positive principles?

How does it feel when someone holds you to a principle?

To become better at upholding your principles, what might need to change?

Do you have a role model for principles in your family or community?

What is the link between principles and happiness?

How is it not to have Principles?

It is to be inconsistent, trivial, frivolous, shallow, untrustworthy.

It is to be dogmatic or sanctimonious.

It can cause moral injury to others.

15. Exploring Service

Introductions > 10 min

Recap since last session. Has anyone noticed Principles?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Find Meaning (see page 36 and 37 for background information)

Guideline of the day > 5 min

Service (see page 36 and 37 for background information)

Guided Meditation on Service > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is service'? Notice what arises. What does service mean to you in this moment? What role does service have in your life? How do you feel when you serve willingly and wholeheartedly? How do others react when you offer service? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like if you serve begrudgingly. Notice what arises. How do others react if you serve from a mind of duty, as if it is a burden? How can you become better at service? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Service > 10 min

- Ask yourself the question 'How do I offer Service?'
- Let the question permeate your mind. Repeat 'How do I offer Service?' a few times.
- Think about an occasion when you offered service. How did it feel?
- Recall a time when someone offered service to you. How did it feel?
- Think of a specific time when you did not offer service when you could have done.
- What were you doing? Who was there?
- What motivated you to not offer service? How did it feel?
- What happened in your body? What happened in your mind?
- What effect did it have on others?
- Can you create space in your mind to offer service next time around?
- Are you feeling burnt out, with nothing left to give?
- Do you offer service to others at the expense of your own well-being?
- Is it possible to contribute to the well-being of others if we are neglecting our own well-being?
- If service is an expression of love, then we must also love and serve ourselves.
- Do something in the next week to show compassion to yourself.
- Try to bring the same softness and compassion into the next thing you do for someone else.

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Service to you?

People who continually serve others usually do so because it brings them a sense of purpose and joy. They show that working for the well-being of others can be a source of happiness. The more they give, the more energy they seem to have.

There are countless opportunities for service - starting with listening and giving.

In offering service we can learn new skills and make friends. We strengthen and support the community and society in which we live.

The important question is not just whether we want to serve, but how we do so. There is a huge difference between service that wears us down and even burns us out, and the service that uplifts, energises and gives us joy.

How do you feel when you serve others?

How do you feel when someone serves you?

What do you do to serve others?

What do you do to serve yourself?

What do others do to serve you?

To become better at service, what would need to change?

Do you have a role model for service in your family or community?

What is the connection between service and happiness?

How is it not to offer Service?

It is lack of motivation or lethargy or selfishness.

It is a disservice to oneself, as well as to others.

It can involve being showy or self-interested.

16. Exploring Courage

Introductions > 10 min

Recap since last session. Has anyone noticed Service?

Settling in > 10 min

Mindfulness Meditation and Motivation (see page 49 for sample scripts)

Wisdom Theme > 5 min

How We Find Meaning (see page 36 and 37 for background information)

Guideline of the day > 5 min

Courage (see page 36 and 37 for background information)

Guided Meditation on Courage > 10 min

- Bring attention to your breath. Notice and don't engage with what arises. (2 min)
- Move out of your head, into your heart. Focus on 'what is courage'? Notice what arises. What does courage mean to you in this moment? Research says that without vulnerability there is no courage – is that true in your experience? What role does courage have in your life? How do you feel if you show courage? (3 min)
- Focus on breathing meditation. (2 min)
- Move out of your head, into your heart. Focus on what it feels like if you don't have courage. Notice what arises. Is your lack of courage connected to not wanting to do badly or to a lack of humility or to feeling self-conscious? How do others react when you are not courageous? How can you become better at courage? What would change? (3 min)

Group Discussion on Guideline > 25 min

Select from the prompts on the right

Guided Reflection on Courage > 10 min

- Remember an occasion when you felt you had courage. How did it feel?
- What happened in your body? What happened in your mind?
- Recall a time when someone inspired you with their courage. How did it feel?
- Can you think of a time when you did not have much courage? How did it feel?
- What were you doing? Who was there? Why did you have little courage?
- What happened in your body? What happened in your mind?
- Did anything motivate you to regain some courage?
- What happened in your body? What happened in your mind?
- What do you want to do with the opportunities that you have?
- What is it that matters most to you?
- Is there something worthwhile that you long to accomplish?
- What is it that holds you back?
- How substantial is that fear?
- Even if you're afraid, are you willing to do it anyway?
- Can you find the courage to get on with it? Can you commit to something now?

Discussion > 10 min

What arose in the reflection? Discuss in pairs, small groups or whole group.

(Optional) Dedication > 5 min

(see page 49 for sample scripts)

What is Courage to you?

Courage can fuel our motivation to act on what we care about. We tap into energy that we didn't know we had. We may be surprised by the difference our words and actions can make. It is often when we are challenged that we feel most happy and alive. Courage can be compelling, exhilarating and contagious. Courage boosts our confidence in what human beings are capable of. It can take courage to stand up for what we believe in. Truth and courage aren't always comfortable, but they're never weaknesses. What in your life requires courage? What have you done that took courage? What would you like to have more courage to do or say? Is courage always to do with being out of our comfort zone? Does true courage involve putting others before our self? Does it take courage to open up to others? Does it take courage to acknowledge fear? Does it take more courage to do something dangerous, or to refuse to do it? Does courage involve being comfortable with uncertainty? How could you develop more courage? What might need to change? Is there a role model for courage in your family or community? What is the connection between courage and happiness?

How is it not to have Courage?

It is cowardice, irresolution, standing back or timidity. It can be bravado and irresponsible daring.

Appendix 1 - A Wisdom Theme Approach

A different approach to organising each of the 16 sessions is for participants to focus on and discuss how each guideline interacts with each of the four wisdom themes.

In groups participants share their understanding of

- How does this guideline affect our thinking?
- How does this guideline help us when we act?
- How does this guideline affect our relationships with others?
- How can this guideline give meaning to our life?

For example with Patience:

Wisdom theme 1: How Does Patience Affect Our Thinking?

- It helps us not to get carried away by impulses.
- It helps us breathe before speaking or acting with anger.
- It helps us to take time to make decisions.
- It gives us the ability to listen and respect others.
- It helps to avoid later regrets. It helps to avoid conflict with ourself.
- It helps us to connect with our inner wisdom.

Wisdom theme 2: How Does Patience Help Us When We Act?

- It prevents frustration. It helps us to avoid conflict.
- It allows us to be open to new possibilities.
- It allows us to accept situations.
- It helps us to experience the present moment and to be more mindful.
- Patience is a science of peace. To have patience is to have hope.

Wisdom theme 3: How Does Patience Affect Our Relationships with Others?

- Patience brings advantages. It helps us to be more loving and open to others.
- Patience reduces the chances of getting angry and causing disharmony.
- Patience is the basis for the spiritual path
- Patience facilitates dialogue.
- Patience is the best protection for the mind.

Wisdom theme 4: How Can Patience Give Meaning to Our Life?

- Without patience, nothing is possible.
- Everything requires its own time. For example, the growth of plants.
- Patience gives us confidence to achieve anything we want.
- Patience brings clarity to the mind.
- Patience is a key to mental tranquillity.

Appendix 2 - Daily Challenges

Daily challenges are the mechanism for us to start to change in our everyday life. Reflecting and discussing are important to prepare the mind but the only way for us to become kind is by being kind. The only way to achieve humility is through being humble. So it is helpful for the facilitator to suggest challenges to carry out at home.

1. The first daily challenge is to act in accordance with a particular Guideline, to aim to embody it. And to notice examples and models of the Guideline throughout the day.

2. The second daily challenge is to find two minutes each morning in which to visualize the day ahead and to choose a specific situation which may be a challenge in relation to the Guideline. Then to generate a clear determination to act in accordance with the Guideline in that situation. Each evening spend a few minutes evaluating how it went.

By consciously practicing the guidelines, participants develop a strong awareness of them throughout the day. They get practical experiences which can be the first step in creating new positive habits. This brings experiences that reinforce understanding and deepen the Reflections. Daily Challenges are the fuel that creates energy and inspiration to go deeper.

Daily 16G Reflections

The aim of the Reflections is to familiarize ourselves with each guideline in order to deepen our understanding and to realise their benefits. People attending these Discussion Groups are likely to have little or no experience of doing a daily meditation practice. So the Reflections need to be short - 10 minutes is appropriate. The language should be simple and not technical.

As with the discussions, change will take place when the Reflections are grounded in participants own experiences, rather than in moral or theoretical abstractions. The Reflections need to link directly to their life experiences which can be achieved through a five-step process:

- To reconnect with a personal experience and get a strong feeling of the subject.
- To remember very clearly how it was.
- To realise the benefits of practicing the Guideline.
- To rejoice in the benefits of practicing the Guideline.
- To make a resolution to practice the Guideline in the future.

There is inspiration for the Reflections in the 16G for Life book. It can be helpful to keep the same structure in all 16 Reflections, because it may make it easier for participants to become familiar with them.

Handouts for Reflections

It is helpful to give participants a printed or virtual copy of the daily challenges. When explaining them, participants could be asked to make a commitment to themselves to do it for a certain number of days or weeks.

An example of a handout around the Guideline Principles is given on the next page.

Sample Handout - Daily Challenge For Principles

A challenge: Be aware of, and hold on to your Principles

- Sit for a moment each morning when you wake up.
- Think about the basic Principles you have in your life.
- Think about your day ahead. Choose a situation where you know one of your Principles may be challenged: when travelling, at work, or in your family.
- Make a resolution to apply and hold to that Principle no matter how hard it may be.
- Sit for a moment each evening before you go to bed. Spend two minutes evaluating: How did it go? How did it feel? Did I apply the guideline? What was the reaction from other people?

Reflection on the benefits of holding Principles

- Sit comfortably with a straight back, relaxed shoulders. Eyes closed or half open.
- Relax your mind. Take three deep, spacious breaths.
- As you breathe out, let all thoughts of past and future leave your mind.
- Be mindful of your breath. Place all your attention on the sensation of the air passing through your nostrils. Continue this for about two minutes.

Think of a situation where you were in doubt about what to do. A situation where you held on to a Principle even though it was difficult. Reconnect with the situation.

- Observe how it felt to hold on to your Principles
- What was the sensation in your body and in your mind?
- Did it make you feel stronger when you stood by what you believe?
- Do your Principles help you not to hurt others?
- Do your Principles help you to take responsibility for your actions? How?
- Principles do not arise and develop by themselves. They need to be nurtured, developed and adjusted throughout life.
- Right now you have created the space for that. Rejoice in this positive action.
- Make a resolution that in the future you will nurture and hold on to your principles. Not only for your own happiness, but also for the happiness of the people around you. Reflect on how this will enable you to serve as a role model for others.

If you have a copy - read the chapter on Principles in the 16 Guidelines book.

Appendix 3 - Example Meditation, Motivation and Dedication

You may find it useful to have a script at hand while leading the mindfulness meditation, motivation and dedication. Below are an example of each but we would very much encourage you to adapt the script to your group's needs and experience.

Mindfulness Meditation

- Sit alert and relaxed. Be comfortable while keeping a straight back.
- Be aware of where you are - of the space you are in, the things and the people.
- Notice any noise or other sensations you are experiencing.
- Be aware of your body. Let your mind observe your body sensations.
- Be aware of thoughts and feelings as they arise. Let your mind settle.
- When you notice your attention wandering, to memories of the past or plans for the future, gently bring it back so you are in this moment, now.
- Now let's do a body scan. Start from your feet and travel up to your head.
- Slowly scan with your mind each area of your body.
- Your toes...feet...ankles...legs...torso...arms...shoulders...neck...head ..scalp...jaw.
- Just observe the body sensations - don't become engaged with the sensations.
- Gently, move your focus from your whole body to focusing on your breath.
- Become aware of the sensation of your breath. Focus attention at your nostrils.
- Pay attention to the very subtle sensations as you breathe in and out.
- No need to follow the air into your body or out into the environment.
- Maintain focus at your nostril. Observe your breath rather than thinking about it.
- As you are focusing on your breath it is normal for distractions to occur.
- Your attention may be distracted by sounds, thoughts, or sensations in your body.
- When you realise you have become distracted, take note, as an observer.
- Don't be annoyed or judge yourself or engage with the distraction.
- Rejoice that you have noticed the distraction and relax.
- Gently release the thought and return your attention to your breath.

Motivation

- Now you have settled your mind a little, ask – why am I here, for this session?
- Is your motivation for self or for others? Is it for the benefit of the few or the many?
- Is it for now, today, or for the future?
- Focus on a conscious motivation for this session. For instance - how wonderful if I could be mindful of my body, speech and mind in my interactions with others.
- Try to broaden your motivation to include the welfare of others. For instance - I would like this session to be meaningful and beneficial, to bring myself and others happiness and not cause any unhappiness.
- As you focus on a positive motivation feel it resonate through your body and mind.
- Now, as we end this meditation, gently move your body. Notice any sounds.

Dedication

We can dedicate the positive energy and increased understanding from this session:

- To those who are ill - mentally or physically - to have good health.
- To those who are hungry or thirsty - to have food and drink.
- To those who are being harmed by violence, war or conflict - to be at peace.
- To those who don't have a home - to be warm and safe.
- To those who are challenged with loneliness, disharmony or financial pressures - to end their worries and increase their happiness.
- How wonderful if everyone in the room, in the country and in the world were to reach their full potential.

Appendix 4 - Further Resources

The 16 Guidelines for Life Book

An in-depth guide to the 16 Guidelines with thought-provoking role models and reflections.



Available via www.compassionandwisdom.org

The 16 Guidelines for a Happy Life App

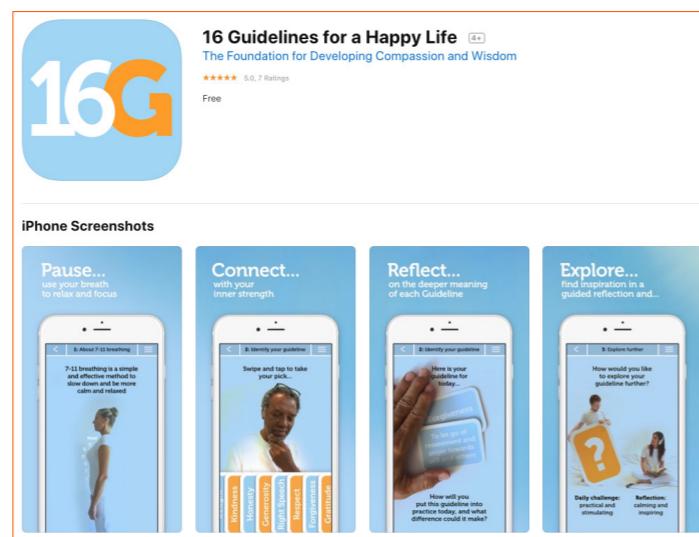
Seeking new inspiration and calm in your life? Take a few minutes to reconnect with the best of yourself, and discover fun ways to make a positive difference to your family, friends and workplace.

This practical app with guided audio reflections and daily challenges will empower you to make a positive change in yourself that will reverberate in the world around you.

Motivated by the work of our patron, The Dalai Lama, the 16 Guidelines have offered tens of thousands of people around the world a tried and tested framework for developing empathy, compassion and resilience in daily life.

Features

- PAUSE – a unique animated guide to the 7-11 breathing technique
- CONNECT – take your pick or take your chance to find your Guideline for the day
- REFLECT – stimulating quotes on the deeper meaning of each Guideline
- EXPLORE – 16 three-minute guided reflections for inspiration and calm
- SHARE – practical challenges to turn each Guideline into action



Online resources

Further information on the 16 Guidelines is available at www.16guidelines.org

To find out more about available courses and our global group of facilitators, visit The Foundation for Developing Compassion and Wisdom at www.compassionandwisdom.org.

16G TRAINING PATHWAY

The Journey to Becoming an Accredited 16G Level 1 Facilitator

Your journey starts here

Participate in a 16G Level 1 course

(12 hours delivery time)

Learning outcomes:

- Exploring the 16 Guidelines for Life and the Four Wisdom Themes
- Becoming familiar with practical tools to support change in daily life

Possible start immediately after Level 1 course

Engage in Building on the Basics (BoB) course

(20 hours of self study and group work over 10 weeks)

Ideally between three and six months after completion of Level 1

Participate in a 16G Level 2 course

(12 hours delivery time)

Learning outcomes:

- Deepening and broadening your understanding of the 16 Guidelines for Life and the Four Wisdom themes
- Developing a project to put 16G learning into practical effect in your area

At least six months after completion of Level 2 to allow time for consolidation and application in daily life

Participate in a 16G Level 3 course

(18 hours delivery time)

Learning outcomes:

- Developing skills to effectively articulate the Guidelines and the Wisdom Themes
- Developing skills and confidence in facilitation following the principles and ethos of Universal Education

Co-facilitate a Level 1 with a Senior Facilitator
who will recommend accreditation and/or give mentoring advice for further development

Congratulations!

Welcome to the FDCW Faculty as a new 16G Level 1 Facilitator



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