



FIELD GUIDE & WORKBOOK

Regulated Presence™

Calm Presence Under Pressure — The Missing HR Competency

Your personal field guide to accompany the live training with Katherine Kuhn. Use this workbook to capture insights, practice the RP4™ Model, and build your regulation toolkit.

Participant Name: _____

Date: _____

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BEFORE YOU BEGIN

How to Use This Field Guide

This workbook is designed to be used alongside the Regulated Presence™ live training. Each section mirrors a key concept from the session. Write freely — there are no wrong answers.

Follow Along

Complete each section as Katherine introduces the concept during the training.

Reflect Honestly

The prompts are designed to surface your real patterns, not ideal ones.

Return to It

This guide is most valuable when revisited 1–2 weeks after the training.

Your Intentions for Today

What do you most want to take away from this training?

Before We Begin

Self-Assessment

Circle the number that best describes your experience. Be honest — this is your private reflection. There are no right or wrong answers, only honest ones.

Statement	Never / Rarely	Sometimes	Often	Almost Always
I feel emotionally drained after work.	☐	☐	☐	☐
I replay conversations long after they end.	☐	☐	☐	☐
I notice tension in my body throughout the day.	☐	☐	☐	☐
I react before I think.	☐	☐	☐	☐
I carry work home mentally.	☐	☐	☐	☐
I struggle to fully disconnect.	☐	☐	☐	☐
I feel like I'm constantly "on."	☐	☐	☐	☐

Describe one recent HR interaction that stayed with you long after it ended. Use the space below to write freely — observe without judgment.

Your 48-Hour Exposure Map™

Emotional labor is often invisible — until you map it. In the last 48 hours, your nervous system has been silently absorbing far more than your calendar reflects. This exercise makes that weight visible so you can honor it.

Exposure Type	Count
Difficult employee conversations	_____
Employee complaints	_____
Coaching managers	_____
Performance discussions	_____
Conflict mediation	_____
Investigations	_____
Executive meetings	_____
Emotional conversations	_____
Organizational change	_____
Layoffs / terminations	_____
Policy questions	_____
Emails requiring immediate attention	_____
Interruptions	_____
Crisis situations	_____

Reflection

Which three interactions required the **greatest emotional energy** from you?

- 1. _____
- 2. _____
- 3. _____

What do you notice when you see your full exposure listed out?

Why HR Crashes — And Why It's Not Your Fault

The Common Explanation

"Burnout is caused by workload and caring too much."

A More Accurate Explanation

Burnout is often the biological correction to prolonged emotional overactivation. When the nervous system stays elevated too long, the body forces a reset — and that reset looks like fatigue, cynicism, and brain fog.

This is the **Emotional Amplitude Problem**: high urgency, high emotional exposure, sustained intensity — and an inevitable crash.

Nuance Decreases

Binary thinking replaces careful judgment.

Tone Sharpens

Patience narrows under sympathetic activation.

Judgment Dims

Your brain reallocates energy toward survival — not strategy.

The Crash Follows

Fatigue, emotional flatness, and cynicism are the pendulum's opposite swing.

 The crash is not weakness. It is your body forcing center. **The insight: if emotional amplitude is regulated, the system never needs to crash.**

Reflection: Your Emotional Amplitude Patterns

Think about a recent situation at work that activated you. What happened?

Which of the four effects above did you notice in yourself?

What was the cost — to you, your team, or the outcome?

Introducing Regulated Presence™

Regulated Presence™ is not coldness. It is not detachment. It is the professional competency of remaining **emotionally neutral, cognitively clear, and fact-focused** — even inside the most charged HR situations.

IS ✓

- Neutral and fact-first
- Fair and stabilizing
- Grounded under pressure

IS NOT

- Cold or detached
- Suppressive or passive
- Emotionally unavailable

Most leadership roles are taught *inspiration*. HR needs **regulation**. HR is a high-emotion decision role — navigating conflict, risk, power imbalance, and human impact every single day.

Reflection: What Regulated Presence™ Looks Like for You

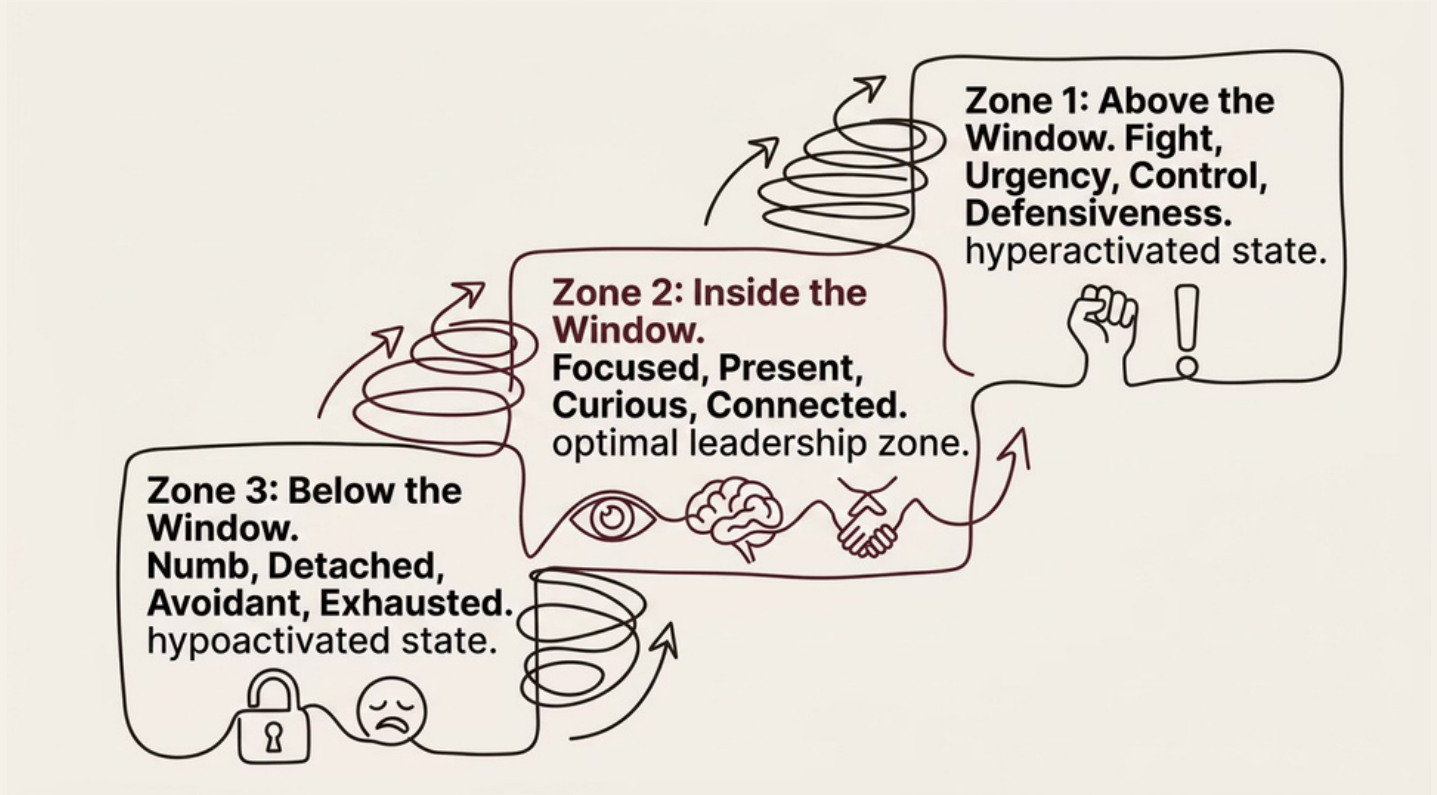
Describe a moment when you operated from Regulated Presence™ — calm, clear, and fact-focused. What made it possible?

What is one situation where you most want to bring Regulated Presence™ in the next 30 days?

☐ Regulated Presence™ is not a personality trait. It is a practiced skill. You are building it right now.

Where Was Your Nervous System?

The Window of Tolerance describes the zone where we can think clearly, respond thoughtfully, and lead with intention. Understanding where you spend most of your workday is foundational to regulated presence.



Where do you spend MOST of your workday?

- ☐ Above the Window
- ☐ Inside the Window
- ☐ Below the Window

Reflection

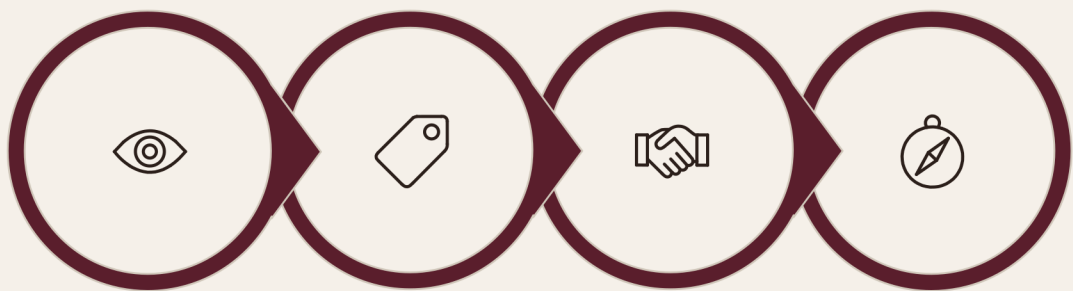
What usually moves you **outside** your window?

How do others experience you when you are outside your window?

Introducing RP4™

A Four-Step Framework for Regulated Leadership

When an emotional charge arises, RP4™ gives you a structured, compassionate pathway back to intentional leadership. It is not about suppressing emotion — it is about leading *through* it with awareness and choice.



Notice

Name

Normalize

Navigate

I

Notice

What happened? What did your body notice?
What thoughts appeared? What emotion showed up?

2

Name

Complete the sentence: **"This is..."** — anxiety, frustration, fear, shame, overwhelm, grief. Instead of *"I am frustrated,"* practice saying *"This is frustration."*

3

Normalize

This makes sense because... My nervous system is trying to... What am I resisting?
What would acceptance sound like?

4

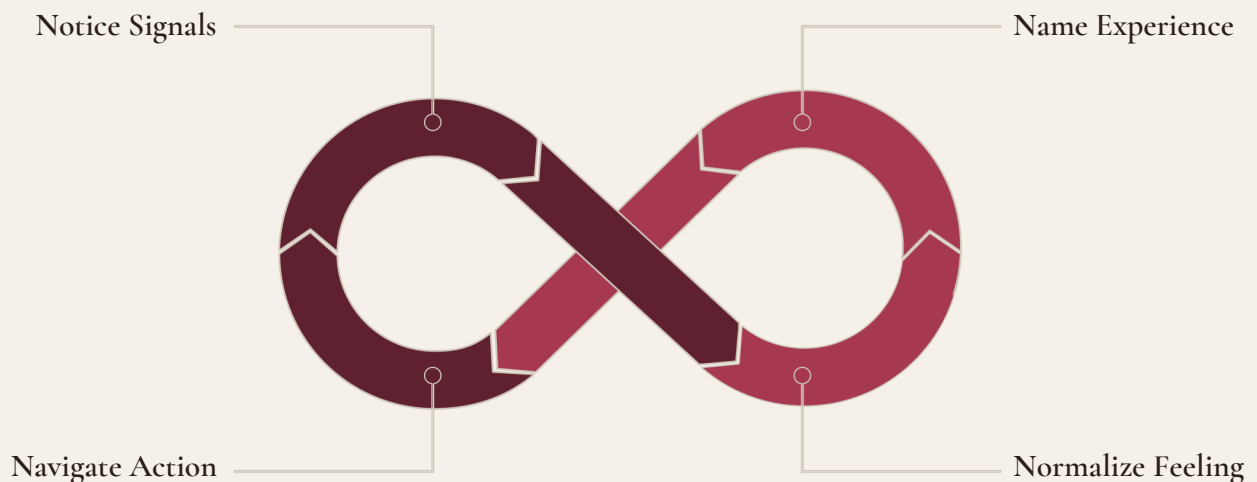
Navigate

How do I want to lead this moment? What outcome matters most? What would my best self do next?

The 4-Step Framework

Move through each step in real time. The goal is not perfection — it's awareness in motion.

1 NOTICE <i>"What is happening in my body right now?"</i> - Identify your earliest signal - Interrupt autopilot responses Observable: pauses, breath shift, visible awareness	2 NAME <i>"I am activated / I feel pressure / this is intensity"</i> - Label your state without judgment - Create separation from the reaction Observable: slower response, no escalation in language
3 NORMALIZE <i>"This makes sense. I can stay steady here."</i> - Remove urgency from the moment - Re-engage your regulation system Observable: tone stabilizes, posture relaxes	4 NAVIGATE <i>"How do I want to lead this moment?"</i> - Choose response over reaction - Apply intentional leadership behavior Observable: clear, measured communication; maintains structure



Each step builds on the last. With practice, this sequence becomes a natural rhythm rather than a conscious checklist.

What Did Your Body Notice?

Your body is constantly receiving and processing information — often before your conscious mind catches up. The signals below are your nervous system's language. Learning to read them is the first act of regulated leadership.

Physical

- ☐ Tight jaw
- ☐ Tight shoulders
- ☐ Neck tension
- ☐ Headache
- ☐ Upset stomach
- ☐ Racing heart

Breath & Energy

- ☐ Shallow breathing
- ☐ Holding my breath
- ☐ Restlessness
- ☐ Trouble sleeping
- ☐ Exhaustion

Mind & Mood

- ☐ Brain fog
- ☐ Irritability
- ☐ Emotional numbness
- ☐ Other: _____

Your Body's Story

Which signal appears **FIRST** for you?

Which appears **LAST**?

What does your body need most when these signals arrive?

 Your first signal is your earliest warning system. Noticing it is the beginning of regulation.

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Your Reflection Journal

Use the prompts below after any activating moment — a difficult conversation, a tense meeting, or an unexpected challenge. Honest, consistent reflection is how regulation becomes a leadership habit.

NOTICE — Body Check-In

Where did you first feel activation in your body? Describe the physical sensation and the moment it appeared.

Write your response here:

NAME — Label It

What word or phrase best described your state in that moment? Was it pressure, intensity, frustration, urgency?

Write your response here:

NORMALIZE — Offer Compassion

What would you say to yourself to remove urgency? Write a grounding statement that helped (or could help) you stabilize.

Write your response here:

NAVIGATE — Intentional Choice

How did you choose to respond? If you could replay the moment, what would regulated leadership have looked like?

Write your response here:



Regulation is not about eliminating activation — it's about leading through it with clarity and choice.

Build Your Personal Regulation Toolkit

Regulation is not a single technique — it is a personalized practice. The tools that help you return to your window are uniquely yours. Check the practices that work for you, and add your own. Build this toolkit before you need it.



Breath

- ☐ Box breathing
- ☐ Slow exhale
- ☐ Deep breathing



Grounding

- ☐ Feet on floor
- ☐ Cold water
- ☐ Five senses
- ☐ Nature

Relationships — Who helps regulate you?



Body

- ☐ Walk
- ☐ Stretch
- ☐ Relax shoulders
- ☐ Release jaw
- ☐ Exercise



Mind

- ☐ Self-talk
- ☐ Prayer / Scripture
- ☐ Gratitude
- ☐ Visualization
- ☐ Journaling

Environments — What spaces help regulate you?

My 30-Day Regulation Commitment

Insight without action is just information. Use this page to make a specific, realistic commitment to practicing Regulated Presence™ over the next 30 days.

My Commitment Statement

I commit to practicing _____ (tool/technique) in situations where _____ (trigger/context) so that I can _____ (desired outcome).

30-Day Check-In Questions

1	2	3
Week 1 Did I use my chosen tool at least once? What happened? _____ _____ _____ _____	Week 2 What patterns am I noticing in my activation triggers? _____ _____ _____ _____	Week 4 How has my energy at the end of the day shifted? _____ _____ _____ _____

Who Will Support Me?

Name one person you'll share this commitment with:

✔ You don't have to change everything. One regulated moment, repeated consistently, rewires the pattern. Start there.

Remember...

Every conversation begins with the state you bring into the room.

You cannot regulate what you do not notice.

Awareness is the prerequisite. Without noticing, everything happens *to* you.

Your body speaks before your mind.

Trust the signals. They are not obstacles — they are information.

Awareness creates choice.

The moment you notice, you are no longer on autopilot. A door opens.

Choice creates leadership.

Leadership is not the absence of emotion. It is the intentional response to it.

Leadership creates culture.

The culture of your organization begins in the corridor of your own nervous system.

Regulated Presence® — Katherine C. Kuhn, SPHR, SHRM-SCP

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Key Takeaways & Notes

Use this page to capture your most important insights from the training. Don't filter — write what lands for you.

Top 3 Insights

1. The idea that most surprised me:

2. The concept I most want to apply:

3. The pattern I recognized in myself:

Open Notes
