

Mind Training:

Managing mental health at work

Format: face-to-face course delivery by a Mind Trainer

Duration: Full-day

Aims:

- raise awareness of mental health and how it can vary
- outline different mental health problems
- explore how to build resilience
- share information and tools to support people in the workplace
- outline managerial role in building positive and supportive cultures at work
- provide sources of support and information.

Course outline with suggested timings:

Start, e.g. 9:30

Welcome and introduction – 20 minutes

- Welcome, introduction, housekeeping and safeguarding, ice breaker, learner agreement
- What are you hoping to get out of today?
- Course aims

Introduction to mental health and work – 25 minutes

- What does mental health mean to you?
- Mental health and mental wellbeing
- Quiz
- Key drivers for mental health at work
- The business case

Stigma – 15 minutes

- What is stigma?
- How can stigma impact mental health?
- Time to Change campaign in workplaces

Stress – 15 minutes

- What is stress?
- Stress versus pressure (animation)
- Supporting someone who is experiencing stress
- Managing stress

Depression – 20 minutes

- What is depression?
- What might be signs of depression?
- How might depression feel?

Break – 5 minutes, e.g. 11.05-11.10

Anxiety – 20 minutes

- What is anxiety?
- How might anxiety feel?

Suicide – 20 minutes

- Safeguarding note
- Who can be at risk?
- How can I help?
- Looking after yourself

Other mental health problems – 25 minutes

- Brief overview of some other mental health problems, including schizophrenia, bipolar disorder, post-traumatic stress disorder, eating problems, obsessive compulsive disorder
- Recap activity

Diversity and mental health – 10 minutes

- LGBTIQ+ people and mental health
- BAME people and mental health

Emotional intelligence and resilience – 20 minutes

- What is emotional intelligence and why is it important?
- Resilience
- How to develop resilience

Looking after yourself – 15 minutes

Lunch – 45 minutes, e.g. 1.00-1.45pm

Energiser - 5 minutes

Providing support at work – 35 minutes

- Having conversations
- Providing support at different stages
- Creating a framework
- Wellness Action Plans
- One-to-ones
- Active listening

Supporting an employee who is off work unwell – 10 minutes

Return to work interviews – 20 minutes

- Best practice
- Return to work exercise

Sources of support – 10 minutes

Break – 10 minutes, e.g. 3.05-3.15pm

The law and reasonable adjustments – 15 minutes

- Mental health and the law
- Legal duty
- Reasonable adjustments

Mental health and performance – 25 minutes

- How can poor mental health affect performance?
- Supporting people in performance management conversations
- Scenarios

Organisational policies – 10 minutes

Taking stock of wellbeing – 10 minutes

Learning from today and close - 15 minutes

- Learning from today
- Actions for you?
- Recap of sources of support and information
- Final questions
- Thank you

Feedback – 5 minutes

Close, e.g. 4:30