



## Course outline: Managing mental health at work

**Format:** face to face delivery led by a trainer

**Duration\*:** >7 hours

**Aims:**

- Raise awareness of mental health among people managers
- Build understanding of different mental health problems
- Outline managerial role in building positive and supportive cultures at work
- Explore how to build resilience and support people in the workplace
- Build skills to look after yourself while supporting others
- Provide sources of support and information.

### Outline and schedule

**Welcome** – 20 minutes

- Learning agreement
- Ice breaker: emotional weather forecast
- Aims of the course, and self-care reminder.

**What does mental health mean to you?** – 15 minutes

- Discussion: What does mental health mean to you?
- Quiz.

**Mental health and your role as a manager** – 30 minutes

- Mental health and mental wellbeing
- Mental health insights
- The business case
- Discussion: Absenteeism, presenteeism and turnover.

**Stigma** – 15 minutes

- How can stigma affect our mental health?
- How can we tackle stigma at work?

**Stress** – 30 minutes

- Discussion: What is stress?
- Video: Stress versus pressure
- Discussion: What about you?
- Supporting someone experiencing stress
- Managing stress



- Resilience and developing resilience
- Behaviours that impact your team's resilience.

## **Comfort break = 10 minutes**

### **Depression – 15 minutes**

- What is depression?
- What are the signs of depression?
- How might depression feel?

### **Anxiety – 20 minutes**

- What is anxiety?
- How might anxiety feel?
- Scenario: 'How would you support'?

### **Suicide - 20 minutes**

- Who can be at risk?
- How can I help someone who is feeling suicidal?
- If someone needs help urgently
- Look after yourself.

### **Mental health continued – 25 minutes**

- Schizophrenia, bipolar disorder and borderline personality disorder
- PTSD, eating disorders and OCD
- Scenario: 'How do you think these will interact with work?'
- Five ways to wellbeing
- Looking after yourself.

## **Lunch = 30 minutes**

### **Energiser! Recapping learning – 5 minutes**

### **Having conversations about mental health – 15 minutes**

- Setting the scene
- Creating a safe space
- Having the conversation.

### **Providing support at work – 1 hour, 15 minutes**

- Providing support at different stages
- Creating a framework
- Wellness Action Plans
- Embedding Wellness Action Plans



- Using Wellness Action Plans with your team
- Activity: 'What keeps you well at work?'
- Best practice for one-to-ones
- Active listening
- Supporting an employee who is off work
- Supporting someone returning to work
- Best practice for return-to-work interviews
- Scenarios: 'What actions would you take?'

## **Comfort break = 10 minutes**

### **Mental health and performance – 30 minutes**

- How can poor mental health affect us at work?
- Supporting people in performance management conversations
- Activity: Performance management
- Sources of support at work
- Sources of support from Mind.

### **The law and reasonable adjustments – 25 minutes**

- Mental health and the law
- Protected characteristics
- Your legal duty
- Activity: Reasonable adjustments.

### **Policy – 15 minutes**

- Why organisational policies matter
- Organisational policies and mental health
- Take stock of wellbeing.

### **Learning from today – 10 minutes**

- Recap and questions
- Feedback
- Thank you and course ends!



### **\*A note on our schedules**

We estimate our timings based on how much content and activity there is to cover – we aim to balance this throughout the course to ensure an engaging pace. We include as much as we can, and although we know we cannot cover all aspects of this complex and fascinating subject, we will always share as much practical and inspiring information as is possible.

Schedules may on occasion be subject to slight adjustments during delivery – this can be due to attendee numbers (the bigger the group, the slower the pace), attendees joining late, discussions or simply, any unexpected interruptions.

Our trainers will cover all that is set out in our outlines, but if you are interested in any other mental health topics or training, please do get in touch, as we have more to offer.

**[mind.org.uk/workplace](https://mind.org.uk/workplace)**