



Employer Mental Health Training 2019-20 Course Brochure

Courses to raise awareness, build understanding and develop emotional resilience in your organisation.

Contents:

» Intro: Supporting Better Mental Health in your Workplace	3
» Mental Health Awareness	4
» Wellbeing at Work	5
» Managing Mental Health in the Workplace	6
» Mental Health Awareness and Supporting Young People	7
» Mental Health Awareness and Supporting Colleagues	8
» Mental Health First Aid	9
» Wellbeing Bitesize Series	10
» 8 Week Mindfulness for Stress	13
» Mental Health Taster Session	14
» Wellbeing Taster Session	15

Introduction: Supporting better mental health in your workplace

Right now 1 in 6 workers is dealing with a mental health problem such as anxiety, depression or stress: this can stop people performing at their best.

Our range of concise mental health courses can help increase your employees' understanding of mental health issues and of how to support others. Complementing these is our range of wellbeing courses to help build emotional resilience and skills for dealing with stress.

We have provided training to commercial, public and third sector organisations across Manchester and take time to get to know our clients and their particular needs.

How does it work?

- » Pick from our standard course range, or we can tailor a course to your needs.
- » You choose the date, duration and location.
- » We come to you and provide an experienced trainer and all materials.
- » Group size of up to a maximum of 15 learners.
- » Value for money: courses at a fixed price, not an individual rate. Sliding scale for private, public and third sector organisations with a special rate for small charities and small businesses (turnover of under £500k). Additional charges apply for tailored courses.

Open Access Employer Training

Want to access our courses but don't have the budget or enough learners to bring us in house? Have a look at our website for our range of open access training courses: dates throughout 2019.

For more information about how we can support better mental health and wellbeing in your organisation please visit our website or email us.

telephone 0161 769 5732

email training@manchestermind.org

website manchestermind.org

Mental Health Awareness



Length of course:

Half day

Number of learners:

Up to 16

Who is it for?

All employees and volunteers

For bespoke course development contact:

training@manchestermind.org

"Very interesting course which focused my mind and helped me understand that talking and listening are essential skills to help prevent mental illness."

This course is the ideal introduction for any employee to gain increased knowledge, confidence and awareness surrounding mental health issues and basic knowledge of how to support their own mental health, and that of colleagues and clients.

Learning aims:

- » To examine the preconceptions and fears surrounding mental health
- » To increase awareness of mental health issues and the impact that poor mental health **has on an individual's day to day life**
- » To increase knowledge and confidence when supporting people with mental health issues

Course content:

- » What is mental health?
- » The mental health continuum
- » Myths & Stereotypes
- » Causes, signs and symptoms of key mental health conditions (depression, anxiety, psychosis, schizophrenia).
- » How to support someone in mental distress
- » Signposting to local and national support



Wellbeing at Work

Length of course:

Half day

Number of learners:

Up to 16

Who is it for?

All employees and
volunteers

For bespoke course development contact:

training@manchestermind.org

This half day course will provide a practical introduction to improving personal wellbeing, helping to be better prepared to cope with changes and overcome setback.

Learning aims:

- » Improve understanding of the impact of stress on physical and mental health
- » Overview of different strategies for dealing with stress and anxiety
- » Understand the role of mindfulness in managing stress at work
- » Understand how thought management tools can help change negative thought patterns and decrease stress
- » Setting goals to improve your wellbeing and resilience at work

Course content

- » Physiological impact of stress and anxiety, as well as emotional, behavioural and mental impacts
- » Tools to tackle impacts of stress on mind and body
- » Practical tools that you can put into practice straight away
- » Mood and stress management using CBT tools
- » Making your own personal stress management plan, including goals and actions

"It provided a safe and supportive environment to 'take a breath' and reflect."

Managing Mental Health in the Workplace



Length of course:

1 day (includes Mental Health Awareness)

Number of learners:

Up to 16

Who is it for?

Line managers, HR, Occupational Health staff, trade union reps

(Learners must first undertake Mental Health Awareness training, which provides the foundation for this course)

For bespoke course development contact:

training@manchestermind.org

"Gave me a lot of useful knowledge to support my own staff."

This one day course will increase understanding, confidence and practical skills enabling managers to better support and manage the mental wellbeing of their team.

Learning aims:

- » Understand mental wellbeing in a work context
- » Gain knowledge and confidence to talk to your team about mental health and know how to help an employee who is experiencing mental distress
- » **Understand the impact of presenteeism' and** how to address it
- » Understand how to support staff whilst off work and returning and how you can support **employees' mental health needs**
- » **Reflect on your organisation's current practice**

Course content:

- » Impact of poor mental health on the organisation and key areas of mental wellbeing at work
- » **The employer 'duty of care'**
- » How to spot signs of mental illness
- » Understanding feelings of shame/stigma
- » Practical tips on how to talk to team members
- » Impact of presenteeism and how to deal with it
- » Practical steps to take when someone is off work and helping to prepare for their return
- » Reasonable adjustments and suggested tips



Mental Health Awareness and Supporting Young People

Length of course:

1 day (includes Mental Health Awareness)

Number of learners:

Up to 16

Who is it for?

Employees and volunteers working with young people aged 15-25

For bespoke course development contact:

training@manchestermind.org

This course will enable staff and volunteers to increase their knowledge and awareness of mental health issues and improve their ability to support students and young people (aged 15-25) who might be experiencing difficulties.

Learning aims:

- » To examine the preconceptions and fears surrounding mental health
- » To increase awareness of mental health issues and recognise the early signs of poor mental health (early intervention)
- » To be aware of the impact that poor mental health **has on an individual's day to day life**
- » To increase knowledge and confidence when supporting young people with mental health issues and also consider self-care

Course content:

- » Understanding of mental health, myths and stereotypes and the mental health continuum. Causes, signs and symptoms of key mental health issues
- » How to support someone in mental distress or someone who might be feeling suicidal
- » Making reasonable adjustments for students
- » Providing support whilst maintaining professional boundaries

"A wide range of areas were covered and I learnt a lot."

Mental Health Awareness and Supporting Colleagues



Length of course:

1 day (includes Mental Health Awareness)

Number of learners:

Up to 16

Who is it for?

All employees and volunteers

For bespoke course development contact:

training@manchestermind.org

This course will enable staff and volunteers to increase their knowledge and awareness of mental health issues and improve their ability to support colleagues who might be experiencing difficulties.

Learning aims:

- » Discuss how mental health is viewed in your place of work
- » Learning how to identify a colleague experiencing mental distress.
- » Becoming confident in having conversations around mental health. Identifying and practising key listening and communication skills

Course content:

- » Understanding of mental health, myths and stereotypes and the mental health continuum. Causes, signs and symptoms of key mental health issues
- » How to support someone in mental distress or someone who might be feeling suicidal
- » Communication skills including active listening
- » Knowing your boundaries and the limits of your knowledge.



Mental Health First Aid

Length of course:

2 days

Number of learners:

Up to 16

Who is it for?

Employees who would like to be a key point of contact to support colleagues who may be experiencing a mental health issue

For more training and information, contact:

training@manchestermind.org



MHFA England

Mental Health First Aid (MHFA) is an internationally recognised two day course which will qualify you as a Mental Health First Aider in your workplace.

You'll learn to recognise warning signs of mental ill health, and develop the skills and confidence to approach and support someone who may be experiencing a mental health issue while keeping yourself safe.

Learning aims:

- » An in depth understanding of mental health and the factors that can affect wellbeing
- » Practical skills to spot the triggers and signs of mental health issues
- » Confidence to step in, reassure and support a person in distress. Enhanced interpersonal skills such as non-judgemental listening
- » Knowledge to help someone recover their health by guiding them to further support

Course content:

- » What is mental health, understanding of the issues, overcoming stigma and discrimination
- » MHFA action plan
- » Symptoms, risk factors and treatment of common mental health issues
- » Signposting to treatment and resources, crisis

Wellbeing Bitesize Series

Workshop 1: Stress

Workshop 2: CBT

Workshop 3: Mindfulness

Workshop 4: Worry



Length of course:

4x 1.5 hours

Number of learners:

Up to 16

Who is it for?

All employees and volunteers

For bespoke course development contact:

training@manchestermind.org

This suite of short sessions are designed for organisations where time pressure is high but which want to take steps to support emotional and mental wellbeing. They are ideally offered to learners as a package as the sessions build on each other.

Workshop 1: Finding a Healthy Balance (Stress)

Stress can be damaging for both our physical and mental health. In this workshop you'll learn more about the body's physical response to stress and anxiety, look at your current techniques and make plans to ensure your life is more balanced and healthy, even amongst stress and change. You'll also experience a basic relaxation technique.

Session content:

- » Understanding the physical response to stress
- » Understanding how stress and anxiety can affect our mental and physical health as well as our behaviour at work and home
- » Understanding the importance of rest and digest activities
- » Reflecting on current levels of self-care
- » Looking at a range of stress management techniques
- » Making a stress management plan

"Session was very well facilitated, open environment where I felt comfortable to talk as part of the group."

Finding a Healthy Balance



Workshop 2: Techniques for Balanced Thinking (CBT)

Our minds have evolved to be able to problem solve and invent amazing things. However, they've also evolved for survival rather than happiness. In this workshop, you'll learn how to use a simple tool to help your mind work more in your favour, and explore other ways to manage mood, leaving you more resilient and better able to handle stress and change.

Session content:

- » Introduction to cognitive behavioural techniques and an understanding of how they can help with anxiety, stress management and coping with change
- » **Learning how to identify 'mind traps' that can add to our experience of stress and difficulty coping with change**
- » Learning to identify different thoughts, emotions, behaviours and physical sensations which may arise
- » Understanding how to change thoughts **which don't work in our favour**
- » Testing out basic CBT tool on situations where you may be stuck or need help
- » Looking at other ways of managing low mood
- » Experiencing a relaxation

Workshop 3: Introduction to Mindfulness

Mindfulness is being used to help with everything from depression and anxiety, to stress and pain management. MRI scans have shown that it can really cause physical changes in the brain to help people in their daily lives. In this workshop, you'll get a better understanding of what mindfulness is, how it can help with change and stress, and experience three mindful activities first-hand. No prior experience is required.

Session content:

- » Learn some of the key concepts behind mindfulness and understand how it can help people cope with stress, difficulties and change
- » Experience three different mindful activities
- » Make plans to incorporate mindfulness techniques into daily life



Workshop 4: Managing Thoughts About the Future (Worry)

It's natural and normal to have worries and fears about the unknown. However, we can often get stuck with our worries, trying to solve problems that can't actually be solved. In this workshop you'll learn how to calm down, learn to distinguish between two main types of worries and start making an action plan, leaving you feeling more empowered and in control.

Session content:

- » Learning two tools to help you manage thoughts about the future
- » Being able to distinguish between the two main types of worries
- » Making an action plan
- » Learning and experiencing a grounding technique

"I would recommend this to others, especially people at work, also friends."

Techniques for Balanced Thinking





8 Week Mindfulness for Stress

Length of course:

8 weeks x 2 hours

Number of learners:

Up to 16

Who is it for?

All employees and volunteers, particularly those who work in a high-pressured environment.

For bespoke course development contact:

training@manchestermind.org

An 8 week course (2 hours a week), aiming to teach mindfulness tools and techniques to help people better manage stress and improve your quality of life.

Learning aims:

- » Learn a variety of different mindfulness techniques.
- » Reduce some of the mental, emotional and physical suffering associated with stress – whatever its source.
- » Learn ways to apply mindfulness to all aspects **of life, and new ways to look at any of life's** problems.
- » Attendees will be required to establish their own mindfulness practise outside of the course sessions.

Course content:

- » What is mindfulness
- » Ways to apply mindfulness in everyday life
- » Participants will learn a variety of techniques which will help train their brains to be more present, and hopefully reduce some of the suffering associated with stress

"A really beneficial course that helps you in mind, body and soul."

Mental Health Taster Session



Length of course:

1 hour

Number of learners:

Up to 50

Who is it for?

All employees and
volunteers

For bespoke course development contact:

training@manchestermind.org

*"An excellent session
that was very
engaging and relatable."*

Ideal for employers who wish to raise the issue of mental health in the workplace and provide employees and volunteers with an introduction to supporting their own emotional wellbeing.

Learning aims:

- » Dispel some common myths and stereotypes
- » Counter some of the stigma which surrounds talking about mental health issues
- » Help people to feel more comfortable talking about mental health issues
- » Encourage people to look after themselves and colleagues
- » Learn some basic self-management tips and techniques

Course content:

- » An overview of some common mental health issues including depression and anxiety
- » Common myths and stereotypes. Understanding **that mental illness isn't always obvious** – in yourself or others
- » Spotting the signs of stress
- » What can you do if a colleague is struggling?
- » What can you do for your own mental health?
- » The 5 ways to Wellbeing

Wellbeing Taster Session

Length of course:

1 hour

Number of learners:

Up to 50

Who is it for?

All employees and
volunteers

For bespoke course development contact:

training@manchestermind.org

This 1 hour session gives staff and volunteers an introduction to wellbeing and provides some basic strategies for achieving balance and managing stress in their own lives.

Learning aims:

- » Understanding role of stress on our mental wellbeing
- » Sharing current wellbeing strategies
- » Learning basic wellbeing self-management tips and techniques
- » Making plans for balance
- » Greater understanding of five ways to wellbeing and how they relate to managing mental health

Course content:

- » Brief overview of stress and its impact on our mental health
- » The exhaustion funnel
- » Experiential activities to understand the five ways to wellbeing and how to incorporate them into your life
- » Taking care of the body to take care of the mind

