



**A NEW
VISION FOR
A HEALTHY
WORKPLACE**

*Mind
Wise*

**A NEW VISION
FOR MENTAL HEALTH**

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MENTAL HEALTH in the Workplace



1 in 4 people in the UK will experience a mental health issue each year.



Mental health issues cost the UK around **GBP 70 billion** every year, or roughly **4.5%** of GDP, in lost productivity at work, benefit payments and health care expenditure. (OECD, 2014)



Every **two seconds** someone Googles the word depression in the UK (Priory Group, 2014).



Sickness absence in the UK due to depression, stress and anxiety works out to be more than **15 million working days** per year (OECD, 2015).

MindWise






VISION

Transforming lives and developing new visions for mental health by challenging discrimination and providing quality services and support.



MindWise is a leading mental health charity in Northern Ireland delivering over 30 services run by 110 professional staff and over 100 volunteers. We raise awareness and help more than 1000 people each day affected by mental health issues.

VALUES

-  **Dignity and Respect**
People have the right to determine their own goals and aspirations and we will support them in their journey to fulfil them.
-  **Recovery**
By taking a holistic approach, individuals can be supported to challenge the adverse impact on their lives and achieve a quality of life.
-  **Partnership**
Working with service users, carers, mental health professionals and the wider public enables us to influence change and achieve best practice.
-  **Fair Treatment**
Everyone has the right to be treated equally and to live their lives free of stigma, discrimination and harassment.
-  **Valuing Everyone**
Support given by peers, families, friends, staff, volunteers and carers should be respected and valued.

A NEW VISION FOR A HEALTHY WORKPLACE

For too long the issue of mental health in the workplace has been shrouded in secrecy, fear, ignorance and discrimination. At WorkWise, we aim to equip Employers and Employees with the skills and knowledge to support positive mental wellbeing within the workplace, maximising employee attendance, motivation and engagement.

In today's economic climate the increasing cost of sickness absence brings an additional pressure to any business or organisation. The OECD estimates that over 15 million working days per year are lost to depression, stress and anxiety. Therefore, the benefits for businesses that proactively engage with mental wellbeing include:



EMPLOYEE MOTIVATION

Our team of facilitators have extensive knowledge and experience in the field of Mental Health and in delivering training to a wide range of participants.

We provide interactive and engaging opportunities where a variety of learning styles can be accommodated, supported by a comprehensive resource pack designed to underpin the skills, knowledge and experience gained in the learning session.



GREATER STAFF RETENTION RATES

The WorkWise team will work with you to assess your business requirements ensuring that all training provided is tailored to meet your specific needs, contributing to a better outcome for your organisation.

Each course will provide a full evaluation, report and feedback to employers and further support and training if required.



REDUCED ABSENTEEISM



INCREASED COMPETITIVENESS

The WorkWise team will work with you to assess your business requirements ensuring that all training provided is tailored to meet your specific needs.

OUR COURSES

We offer a wide range of courses for employees, managers and HR professionals.

This brochure provides a general overview of the courses we offer but each course is tailored to meet your organisation's specific needs.



The following courses are suitable for **all employees** to increase knowledge of mental health issues and promote positive mental wellbeing:

- » Basic Mental Health Awareness
- » Managing Stress and Building Resilience
- » WRAP® (Wellness Recovery Action Planning)
 - » Recovery
 - » Professional Boundaries



The following courses are suitable for **all managers** and **HR Professionals** to support and manage employee wellbeing within in the workplace:

- » Managing Stress and Building Team Resilience
- » Managing Mental Health and Wellbeing at Work
- » WorkWise for Healthy Teams
- » Coaching for Employee Wellbeing



Professional Qualifications

We also work in partnership with other organisations to deliver professional qualifications:

- » Advanced Diploma in Mental Health & Wellbeing Coaching in association with Kingstown College
 - » Level 5 Coaching for Employee Wellbeing in association with DMS (CIPD accredited)



Course Title	Who is this Course for:	Course Description & Duration	Key Learning Points
BASIC MENTAL HEALTH AWARENESS	All employees	Provides information and understanding of mental health issues and promotes participants' awareness of their own mental wellbeing. Course Duration: This course can be offered as a 1/2 day or full day session.	<ul style="list-style-type: none"> ✓ Understand what is meant by the terms mental illness, mental health and mental wellbeing ✓ Prevalence of mental health issues in Northern Ireland ✓ Explore the impact of stigma and discrimination ✓ Symptoms and early warning signs of the most common mental health difficulties ✓ Identify what promotes your own mental wellbeing and how to support others
MANAGING STRESS AND BUILDING RESILIENCE	All employees	This course provides employees with an understanding of the causes of stress and how to manage it. Course Duration: This course can be offered as a 1/2 day or full day session.	<ul style="list-style-type: none"> ✓ Learn about the nature of stress, its management and prevention ✓ Recognise the signs and symptoms of stress in self and team members ✓ Define work stress and how it differs from work pressure ✓ Identify ways of promoting your own mental health and wellbeing
WRAP® (WELLNESS RECOVERY ACTION PLANNING)	All employees	For anyone who wants to create positive change in the way they feel or increase their enjoyment of life. Course Duration: This course is delivered over 2 full days.	<ul style="list-style-type: none"> ✓ Discover a Wellness Toolbox and Daily Maintenance Plan ✓ Identify Triggers and Early Warning signs ✓ Develop Action Plan for when things are Breaking Down ✓ Create a Crisis Plan and Post-Crisis Plan ✓ Plan how to use your WRAP® whilst developing, keeping and using a strong support system

Course Title	Who is this Course for:	Course Description & Duration	Key Learning Points
RECOVERY	All employees	Provides information and understanding of the Recovery Approach, its benefits and application in practice. Course Duration: Can be offered as a 1/2 day or full day session.	<ul style="list-style-type: none"> ✓ Identify challenges to your own mental health ✓ Increase knowledge of the concept of Recovery ✓ Recognise how friends and colleagues can support your Recovery journey ✓ Exploring Recovery to Discovery
PROFESSIONAL BOUNDARIES	All employees working in the mental health sector; managers/ employers and groups	To raise awareness of professional boundaries through all areas of working practice. Course Duration: This course can be offered as a 1/2 day or full day session.	<ul style="list-style-type: none"> ✓ Explain what is meant by Professional Boundaries ✓ Identify boundary crossings / violations ✓ Explore the impact of not adhering to professional boundaries ✓ Demonstrate how to ensure professional boundaries are maintained ✓ Understand what we can do if boundaries are violated ✓ Consider policies and procedures relating to professional boundaries



Course Title	Who is this Course for:	Course Description & Duration	Key Learning Points
MANAGING STRESS AND BUILDING TEAM RESILIENCE	Employers; Managers and HR Professionals	Provides managers with information on managing stress within the workplace and ways of building resilience within their team. Course Duration: This course is offered as a 1/2 day or full day session.	<ul style="list-style-type: none"> ✓ Learn about the nature of stress, its management and prevention ✓ Recognise the signs and symptoms of stress in self and team members ✓ Define work stress and how it differs from work pressure ✓ Identify what employers and managers can do to prevent and manage stress in teams ✓ Explore a coaching approach to difficult conversations ✓ Build team resilience ✓ Understand legal impact in managing wellbeing

Course Title	Who is this Course for:	Course Description & Duration	Key Learning Points
MANAGING MENTAL HEALTH AND WELLBEING AT WORK	Employers; Managers and HR Professionals	This course equips managers with information to support positive mental wellbeing in the workplace. Course Duration: This course is offered as a full day session.	<ul style="list-style-type: none"> ✓ Managing mental health and illness at work ✓ Exploring the impact of stigma and discrimination ✓ Prevalence of mental health issues in the workplace in Northern Ireland ✓ Recognising the symptoms and early warning signs of the most common mental health issues including stress and anxiety ✓ Exploring the impact of mental health in the workplace ✓ Supporting someone with mental health issues at work ✓ Exploring the barriers to communication and approaches to managing difficult conversations ✓ Looking after your own emotional and mental wellbeing
WORKWISE FOR HEALTHY TEAMS	Employers; Managers and HR Professionals	This course equips teams with strategies and tools to promote workplace wellness and improve effectiveness. Course Duration: This course is offered as a full day session.	<ul style="list-style-type: none"> ✓ Identify key strengths within the team ✓ Develop a team wellness toolbox ✓ Celebrate what works well within the team ✓ Identify early warning signs that the team needs additional support and develop action plans ✓ Learn ways of using team strengths in overcoming crisis
COACHING FOR EMPLOYEE WELLBEING	Employers; Managers and HR Professionals	This course provides leaders with the knowledge and skills to be able to coach individuals and teams effectively and improve employee wellbeing. Course Duration: This course is offered as a full day session.	<ul style="list-style-type: none"> ✓ Explore what is meant by Coaching for employee wellbeing and the role it plays in Performance Management ✓ Understand and apply the principles of Coaching for employee wellbeing and best practice ✓ Develop a holistic approach to managing employee wellbeing ✓ Knowledge of the key competencies and skills of coaching ✓ Explore different models and tools for coaching for employee wellbeing



Course Title	Who is this Course for:	Course Description & Duration	Key Learning Points
ADVANCED DIPLOMA IN MENTAL HEALTH & WELLBEING COACHING Options are available for Foundation and Certificate Level	<ul style="list-style-type: none"> ✓ Individuals who currently practice in mental health and social work settings who wish to practice as an accredited Mental Health & Wellbeing Coach ✓ Current life coaches who wish to develop their skill set to work in a mental health setting ✓ Organisations that employ individuals in roles that address mental health issues within the workplace 	<p>The Mental Health & Wellbeing qualification combines Kingstown College's cutting-edge coaching principles, tools and focused experiential learning with the multi-faceted concept of Recovery, to develop a unique coaching model for mental health. The aim is to enable mental health and wellbeing practitioners to use this innovative and dynamic approach to support their clients in a journey of recovery and discovery through coaching.</p> <p>Course Duration: This course is delivered 2 days per month over 6 months as well as personal time commitment to completion of course work.</p>	<ul style="list-style-type: none"> ✓ Introduction to Mental Health & Wellbeing Coaching and the concepts of Recovery and Discovery ✓ Learn coaching techniques and interventions that create insights for the client ✓ Examine the 3-step coaching technique, and core coaching skills ✓ Application of the fundamental concepts of Recovery Approach and Recovery specific tools ✓ Discuss from a Positive Psychology and Cognitive Behavioural perspective and examine how some of the associated tools can be used in Coaching ✓ Explore the Life and Career Planning Coaching Model, the concept of Single/ Double and Triple loop Learning and Transformational Coaching. We also look at the importance of Mentoring and Supervision for a Coaching Professional and discuss the EMCC Code of Ethics.
LEVEL 5 COACHING FOR EMPLOYEE WELLBEING	Employers; Managers and HR Professionals	<p>Level 5 Coaching for Employee Wellbeing has been designed and developed with DMS (Ireland's only Flexible CIPD Centre) and is accredited by CIPD.</p> <p>This programme is designed to equip front line managers with the skills and knowledge to approach positive mental wellbeing in the workplace, to apply coaching tools and techniques and therefore maximise employee engagement, motivation and engagement.</p> <p>Course Duration: 2 days</p>	<ul style="list-style-type: none"> ✓ Understand the role of coaching and mentoring within the organisation and your role as front-line manager in coaching for mental wellbeing ✓ Recognise the signs and symptoms of mental-ill health and how to use coaching tools to address such issues ✓ Be able to contribute to the development of coaching and mentoring for mental wellbeing capability within organisations ✓ Identify and explain coaching and mentoring models to support the development of mental wellbeing within your organisation ✓ Promote a culture of good mental health and wellbeing within your organisation ✓ Develop your own coaching style while studying associated areas such as the elements and values of person and solution-focused coaching ✓ Identify the core competencies of a mental health and wellbeing coach and the utilisation in a good coaching session

TESTIMONIALS



"We attended a half day mental health awareness training session for both staff and volunteers. We found the training very informative and our facilitator was very helpful, engaging and knowledgeable. We really enjoyed the session and by the end our awareness of mental health and wellbeing had greatly increased."

- Rachel Creighton
In Your Prime Project Manager



"Alpha Housing has utilised MindWise to provide tailored sessions for our staff on mental health awareness. The informative and interactive sessions have ensured that our staff are better equipped to both understand and support tenants who have mental health illnesses."

- Alpha Housing



"The trainers spoke from personal experience which deepened the impact of their message and enabled staff to relate to the content of the session in a more meaningful way. The information presented was very relevant to the audience and included practical hints for improving mental health and managing stress"

- Judith Jamison
Director of Organisational Development and Communication, Triangle



"The course equips you with skills to build resilience for challenging situations, as ripples can turn into waves"

- Windsor Women's Centre



**INVESTORS
IN PEOPLE** | Gold



**Investors
in People** | Health &
Wellbeing
Award

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CONTACT US

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