

Managing Mental Health at Work

Skills for Line Managers

Training Course Outline



Testimonials from previous training sessions

"I found it a really useful use of my time - really helpful to understand and discuss management techniques"

"Would encourage role out to the rest of my organisations – DWP"

"Really helpful - especially to be able to have an open and interesting conversation (without judgement) about a sensitive topic - Feel much more confident and better equipped to manage mental health at work".

Course Summary

Line managers play an important role in supporting employees to do their job effectively. Part of that role includes exercising the employers duty of care to staff and working with colleagues to manage mental health issues at work.

Developed in conjunction with Yorkshire & Humber Improvement partnership and delivered to over 6000 people this Course aims to support managers to better manage mental health in the workplace. The emphasis is on the practical steps that can be taken to improve mental well being at work.

This one day course uses good practice examples to improve the skills needed by managers to promote mentally healthy work practices and to manage sickness absence at work

Relevant for

All line managers in public or private sector organisations

Duration

One full day

Seven hours CPD

Training Outcomes

By the end of the training participants will be able to:

- Understand the generic and specific skills line managers need to support and manage staff members with a mental health condition.
- Recognise and address early signs of stress, distress and mental health conditions at work.
- Develop practical strategies to support staff through effective sickness absence management and return to work
- Develop practical strategies to help employees retain their employment and carry out their role effectively
- Develop and maintain mentally healthy practices at work
- Understand the scope of mental health at work and costs to employers
- Increase confidence in engaging with employees who are reluctant to talk
- Recognise altered thoughts, behaviour, the relationship with physical health when ill, and the likely impact at work.

Course Price

£175+VAT per delegate (£160+VAT early rate)

This includes all course materials, lunch and refreshments

Training Course Programme

	One day training course runs from 09.30am – 4.30pm
09.00	Arrival & Coffee
09.30	Introductions Role of facilitator Housekeeping Pre course evaluation Aims and learning outcomes of the day Ground rules
9.50	Expectations exercise
10.00	Key facts and benefits Benefits of good mental health at work and how good mental health strategies can increase productivity
10.10	Stigma and Myths Cycle of stigma and discussion why people may be reluctant to discuss how they are feeling with their manager Myths exercise Discussion on good mental health and how to promote well being at work
10.30	Early recognition exercises
11.15	Raising Issues exercises Three questions on 'How would you approach a staff member you are worried about?'
11.45	Illness, Disability or Condition Intro to language used, fight, flight or freeze, Common mental health conditions and signs and symptoms and 5 areas. Approach and explore relationship between how a situation is interpreted and thoughts, physical symptoms, feelings and behaviour
12.05	Stress and Mental Health
12.35	Equality Act
1.30	Managing Sickness Absence Shift statement Policies you have to maintain contact when off sick Introduction to WARM, Well being Action Plans and advanced decision Statements
2.00	Reasonable Adjustments and return to work
3.45	Positive mental health
4.00	Sources of Support
4.10	Action Planning and Evaluation Skills recap Post course evaluation