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| **Course**  | **Led by** | **Aimed at** | **Duration** | **Frequency** | **Overview** |
| **Mental Health first aid training course** | Claire Ward | All staff  | 2 full days 09:00-17:00 | Once every three months | This two-day course is open to all staff and aims to equip you with the skills you need to recognise the signs of poor mental health, and act more confidently to support someone. |
| **Managing mental health in yourself and others**  | Sam Thorogood, Joy Bray & Jill Down | All staff  | Half day 9:00-12:00 | One course a month  | Learn simple, proven techniques to improve how you manage and support others mental health, as well as your own. Learn simple, proven techniques to improve how you manage and support others mental health, as well as your own |
| **Breaking negative thought loops** | Sam Thorogood | All staff  | Half an hour  | Once a month | Simple, effective, practical techniques to help you handle stress more effectively. Cope better and feel better.When you strengthen resilience (mental wellbeing) these things are proven by science to often happen:* You find it easier to focus
* You recover from bad days quicker
* You appreciate yourself more
* You communicate more effectively
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| **Building resilience in your team** | Mandy Jeffery  | All managers  | 2 hours14:00-16:00 | Three times a year | This short session aims to support managers dealing with organisational change and other pressures, with a focus on understanding how to develop individual and team resilience despite what can be considerable change. |
| **Confidence building** |  | All staff  | Full day 9:00-15:30 | Five times a year | This course provides staff with an understanding of what contributes towards our own self-confidence, and how we can improve upon it. It can be of use to both public and non-public facing staff, as the content covers a wide range of skills, tools and suggestions. |
| **Managing conflict at work** | John Metcalfe | Managers  | 1 hour and 30 minutes :09:15-10:45 or 13:00-14:45 | Three times a year  | This is a short interactive workshop discussing: The background to conflict, techniques to manage conflict, scenarios and discussion of best practice with your colleagues. It will give you the chance to consider how you manage conflicting situations and how you could possibly do it differently.  |
| **Raising self-awareness- Knowing me, knowing you.**  | Mandy Jeffery | All staff  | 1 hour and half  | Twice a year | Through taught input and interactive exercises you will come to a greater understanding of your own preference and 'Type' and hear from others with a different perspective. |
| **Resilience and you**  | Alison Trehearn | All staff  | Half day with a follow up hour two weeks later | Three times a year | At the end of the workshop the participant will be able to: * To define and explore what resilience is
* To discuss how resilience can help you deal with adversity
* To introduce the theory of ABC
* To encourage you to think differently about how you might tackle a future adverse event
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| **Stress Awareness for Managers** | DOT | All managers and those with team leading roles | E-learning flexible learning. 20 minutes?  | E-learning available at all times | This E-learning will:* explain the concept of stress
* Explore how and why it stress effects individuals differently
* Describe some signs and symptoms that may indicate someone may be experiencing negative effects of stress
* Explore how to discuss concerns with a staff member
* Describe management strategies and available options for treatment/support
* Describe the five ways to wellbeing
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| Managing Mental Health in the Workplace | MIND | All Managers. | 1 day (6hrs) or half day (3hrs) | Upon request | By the end of this course participants will be able to:* Explain the terms mental health, stress, anxiety, depression & psychosis
* Recognise the business impacts of poor mental wellbeing among staff
* Explain the HSE stress management standards/competencies
* Discuss the manager’s role in creating a mentally healthy workplace
* Recognise the signs and symptoms of anxiety & depression
* Respond appropriately to a distressed employee
* Identify support available to an employee experiencing mental distress.
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| **Managing Stress and Building Resilience** | MIND | All Staff | 1 day (6 hours) | Upon request | By the end of this course participants will be able to:* Identify the signs and symptoms of stress
* Explain what is meant by resilience
* Identify the characteristics of a resilient person
* Discuss and select strategies to strengthen personal resilience
* Recognise the importance of looking after their own wellbeing.
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