<table>
<thead>
<tr>
<th>TOOLKIT: No 6</th>
<th>Training available to support the Managing Stress in the Workplace Policy</th>
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<tbody>
<tr>
<td><strong>Description of Tool No. 6</strong></td>
<td>The Trust provides a range of training courses in order to support employees in maintaining a healthy workplace and improving knowledge and skills in relation to mental health issues. These courses are outlined below. Managers are encouraged to release staff to attend these programmes.</td>
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**Head First @ Work – guidance on a mentally healthy workplace for managers, line managers and supervisors**

**Aim:**
To support managers to create a mentally healthy workplace and enhance their knowledge and skills to manage mental health issues.

**Objectives are to;**
- Increase awareness of mental health issues in the workplace
- Identify the key factors that contribute to a mentally healthy workplace
- Raise awareness of the economic impact of mental health in the workplace
- Improve managers’ skills and confidence in dealing with mental health and wellbeing in the workplace
- Ensure that managers are aware of their legislative responsibilities in relation to mental health
- Promote a positive approach to employing people with mental health problems.

This 1 day programme can be offered in two half day sessions or amended to suit the needs of your team / department.
**Review, Relax, Renew - Do you want to Review your lifestyle, learn to Relax and Renew your energies?**

**Aim:**
This one day programme aims to provide participants with the knowledge, skills and tools to manage the adverse effects of pressure in their lives.

**Review, Relax, Renew - Quick Fix**

**This 2 hour workshop aims to:**
Provide participants with the knowledge and practical tools to manage some everyday irritations and stressors.

**Mental Health First Aid**
This is a two day programme focusing on the help given to someone experiencing a mental health problem before professional help is obtained. This is available for all staff.

**A.S.I.ST (Applied Suicide Intervention Skills)**
The emphasis of this two day training is on suicide first-aid, i.e. equipping participants with first aid intervention skills which will enable them to help a person at risk to stay safe and seek further help. This is available for all staff.

**Be Positive +**
This is a half day/3 hour programme designed to raise awareness about issues relating to mental health and emotional wellbeing, particularly in young people and to enable them to signpost to relevant services in times of need.

**Bespoke Stress Management Programmes**
Other programmes can be designed depending on needs of particular groups.

**Managers Development Programme for Line Managers:**
The following Modules are run throughout the year by the Employee Engagement and Relations Department:

- Module 1 - Overview of HR Policies/Procedures & Line Management Role
- Module 2 - Management of Conflict
• Module 3 - Management of Terms & Conditions, Probationary Periods and Work Life Balance Requests
• Module 4 - Management of Performance and Conduct

For further information contact:
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