

Raising awareness about mental health conditions enhances business delivery and the service provided by your organisation. Staff at the frontline may not know how best to help customers who experience depression, anxiety and other mental health conditions and line managers often feel unsure about how to support staff who and have such difficulties.

These workshops and courses are open to individuals and groups of people from employers and other organisations.

<p><b>BEING MINDFUL – 3½ hours</b></p> <p>Being Mindful focuses on practice not policies. Particularly suitable for line managers, HR and Occupational Health specialists, business owners and directors, trade union and staff representatives – especially those with little or no knowledge of mental health conditions.</p> <p>Being Mindful covers:</p> <ul style="list-style-type: none"> <li>• an introduction to mental health conditions</li> <li>• the impact on the workplace</li> <li>• helping someone in distress</li> <li>• supporting staff in work and managing absence</li> </ul> <p>Cost includes a copy of the <i>MINDFUL EMPLOYER Line Managers' Resource</i></p>	<p style="text-align: right;"><b>MENTAL HEALTH FIRST AID – 2 Days</b></p> <p>Mental Health First Aid is the help given to someone experiencing a mental health problem before professional help is obtained. The aims are:</p> <ul style="list-style-type: none"> <li>• to preserve life where a person may be a danger to themselves or others</li> <li>• to provide help to prevent the mental health condition developing into a more serious state</li> <li>• to promote the recovery of good mental health</li> <li>• to provide comfort to a person experiencing a mental health condition</li> </ul> <p>Mental Health First Aid does not teach people to be therapists. However, it does teach people how to recognise the symptoms of mental health problems, how to provide initial help and how to guide a person towards appropriate professional help. Cost includes a copy of the <i>Mental Health First Aid Handbook</i></p>
<p><b>BENEFITS OVERVIEW – 3½ hours</b></p> <p>This session provides a basic overview of the benefits and tax credit systems, giving information on what can be claimed, in which situation, and how and where to claim them. Covers Jobseeker's Allowance, Employment &amp; Support Allowance, Income Support, Tax Credits, Housing Benefit, Council Tax Benefit, Disability Living Allowance, Attendance Allowance &amp; Carer's Allowance. Suitable for advisors/staff with limited or no knowledge of the UK benefits and tax credit systems.*</p>	<p style="text-align: right;"><b>MENTAL HEALTH AWARENESS – 3 hours</b></p> <p>An in-depth look at common mental health conditions such as depression and anxiety and more severe ones such as psychosis, schizophrenia and bi-polar disorder. Acts as a good introduction to Mental Health First Aid training. Suitable for frontline staff or anyone with little or no knowledge of mental health conditions. <b>NB</b> Reduced price if booked with Keeping Well workshop.</p>
<p><b>JOB RETENTION – 3 hours</b></p> <p>Helping people to stay in work is important – and so is supporting their employer. This workshop covers the principles of job retention, understanding the employer's perspective and the role of an advisor in supporting all who are involved. Suitable for employment advisors, healthcare professionals and support workers, and others involved in helping people stay in work.</p>	<p style="text-align: right;"><b>KEEPING WELL – 3 hours</b></p> <p>This interactive session introduces a practical tool, based on the internationally acknowledged Wellness Recovery Action Plan (WRAP). Covers how WRAP can help people maintain their wellbeing, identify if that level of wellbeing drops, what can be done to help, who can be contacted and recording this in a personal workbook. Requires some prior knowledge about mental health conditions. <b>NB</b> reduced price if booked with Mental Health Awareness workshop.</p>

## DATES & COSTS

Each course or workshop is run at Workways in Exeter.

<b>BEING MINDFUL</b>	19 Sept (AM)		£60+VAT = £80	
<b>BENEFITS OVERVIEW</b>	30 Nov (AM)		£45+VAT = £54 (£35+VAT = £42 if unwaged or a volunteer)	
<b>JOB RETENTION</b>	4 July (PM)		£45+VAT = £54 (£35+VAT = £42 if unwaged or a volunteer)	
<b>MENTAL HEALTH AWARENESS</b>	16 Oct (AM)		£60+VAT = £80	<b>NB</b> Keeping Well requires prior knowledge about mental health conditions – book both sessions at £105+VAT = £126
<b>KEEPING WELL</b>	16 Oct (PM)		£60+VAT = £80	
<b>MENTAL HEALTH FIRST AID</b>	19 & 20 June	6 & 7 Nov	£180 + VAT = £216	<b>NB</b> This is a two day course. Attendance is required on both days to gain certificate

**All prices are per person**

## TO BOOK YOUR PLACE

Please complete the **BOOKING FORM** as shown on the next two pages.

## SESSIONS CAN BE DELIVERED AT YOUR PREMISES

Group rates available for min 8, max 15 participants. Discount for signatories to MINDFUL EMPLOYER Charter for Employers who are Positive About Mental Health. Price comprises basic fee plus travel and accommodation costs as appropriate. Bespoke training is also available.

Please contact us on 01392 677050 or [info@workways.org.uk](mailto:info@workways.org.uk) to discuss your requirements.

## FACILITATORS

Employed by Devon Partnership NHS Trust, all our facilitators have considerable experience in helping people with mental health problems find and remain in employment and in providing training to employers and other organisations. Most sessions will be facilitated by two staff, at least one of whom will be City & Guilds 7300 trained.

### Note

The Benefits Overview session will not provide information on calculating individual entitlement or payments. Information given will be as current and as accurate as possible. Decisions on exact entitlement to benefits or tax credits are made by the relevant government and local authority departments.

To book your place, please complete this form.  
Please complete the white boxes, deleting options as appropriate.

## YOUR DETAILS

Name			
E-mail address:		Tel number:	
Employer (if applicable)			
Job Title (if applicable)			
Please provide a brief description of the work you do or the role you have			
Postal Address (inc Postcode):			

<p>Please use the space below to describe your current level of knowledge about mental ill health conditions (either from professional or personal experience – information given will be kept confidential) and your experience in helping people experiencing such conditions (if any).</p>
<p>Please describe why you would like to do this session and what you would like to gain from attending?</p>

## SPECIAL REQUIREMENTS

<p>Do you have any particular requirements? (e.g. large print version of handouts, communication facilities) <b>NB</b> Please note we are unable to fund the cost of sign language communicators or Braille versions of handouts</p>	Yes/No
<p>If yes, please give details</p>	

## BOOKING & PAYMENT

Please TICK THE BOX and CIRCLE THE DATE of the sessions you wish to attend

<input type="checkbox"/>	BEING MINDFUL	19 Sept (AM)		£80.00
<input type="checkbox"/>	BENEFITS OVERVIEW	30 Nov (AM)		£54.00 / £42.00*
<input type="checkbox"/>	JOB RETENTION	4 July (PM)		£54.00 / £42.00*
<input type="checkbox"/>	MENTAL HEALTH AWARENESS	16 Oct (AM)		£80.00
<input type="checkbox"/>	KEEPING WELL	16 Oct (PM)		£80.00
<input type="checkbox"/>	<u>Both</u> MENTAL HEALTH AWARENESS & KEEPING WELL	16 Oct		£126.00
<input type="checkbox"/>	MENTAL HEALTH FIRST AID	19 & 20 June	6 & 7 Nov	£216.00

### Terms and Conditions

Cheque payments are non-refundable. Invoices will be sent with confirmation letters. Non-attendance or cancellation after invoice has been posted by Workways will still require payment. If the workshop/course is fully booked or is cancelled by Workways, alternative dates will be offered. If a suitable alternative date cannot be arranged, fee will be refunded. No discounts are available except where shown. A substitute may be nominated and must be notified to Workways at least 24 hours in advance of the workshop/course starting. Unless self-employed or unemployed, we also require signature of an approving manager. Lunch is not provided.

I confirm my acceptance of the terms and conditions and wish to book **ONE** place on the workshop/course I have marked above to be held at Workways, 11-15 Dix's Field, Exeter EX1 1QA

Signed (Participant) ..... Date .....

Name (Print) .....

I am employed / self-employed / unwaged\* / a volunteer\*

Signed (Approving manager) ..... Date .....

Name (Print) ..... Position .....

Please tick one box to indicate method of payment:

I enclose a cheque payable to 'Devon Partnership NHS Trust' for £

Please send an invoice to the address shown below:

Name & Address for Invoice (inc Postcode):	

Please use the space below to tell us about anything else you feel we need to know prior to attending

Please send completed form to:  
Raising Awareness, Workways, 11-15 Dix's Field, Exeter EX1 1QA or fax 01392 677079