



Skills Bootcamp Leading a Mentally Healthy Workplace

UTS in Partnership with Hertfordshire County Council



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Leading a Mentally Healthy Workplace

Mental Health Awareness is something that can be overlooked by managers but is a vital leadership skill that is necessary for the long-term success of any organisation. The way in which leaders interact with, and support their staff has a profound effect on their wellbeing and can be the difference between a productive and motivated workforce, or one that is disengaged and apathetic.

Overall, leadership plays an integral part of workplace productivity and morale. It is important that leaders are able to identify signs of poor mental health in their team and to take proactive measures to ensure their well-being.

Leaders who take a top-down approach to creating an open and supportive culture that promotes the mental health and well-being of staff will reap the rewards. It will be more likely that those staff who are encountering challenges will feel able to approach their direct line manager and difficulties will be resolved more quickly. Staff who feel accepted and supported when dealing with personal difficulties are likely to be more loyal and committed to their employer, they feel more motivated to perform well in their role and subsequently performance, productivity and teamwork improves.

ACAS defines mental health as 'our emotional, psychological and social well-being' which 'affects how we think, feel and act and how we cope with the normal pressures of everyday life'. Mental health is often affected by stress which can be an adverse reaction people have to excessive pressure or other types of demands placed on them. When a person experiences too much stress, this often leads to mental health issues.

It is important for employers to understand they have a duty of care to support employees who are suffering with their mental health.

But how do leaders and managers fully understand the support mechanisms needed for their team? How do they provide this effectively whilst operating within legal requirements, and ensuring the best outcome for the employee and the organisation, and all whilst navigating their responsibilities of achieving the targets and objectives for their overall area of responsibility, driving their own performance and maintain their own well-being?

When you consider the recent Chartered Management Institute (CMI) Good Management Report which states:

- ◆ 82% of managers who enter management positions have not had any formal leadership and management training – they are 'accidental managers'
- ◆ A third of more experienced managers have never received any leadership and management training
- ◆ 52% of managers do not hold any leadership and management qualifications
- ◆ Ineffective managers have a deep impact on employees' satisfaction, motivation and well-being

The lack of leadership and management training alone is enough to see teams and organisations underperform, however couple that with a lack of understanding in how to best support the health of employee's, businesses are seeing an even further decline in performance of individuals, teams and the organisation overall.

This programme has been designed to provide an all-encompassing learning experience for those who have a responsibility for supervising others and maintaining a mentally healthy culture, or those who are looking to take a lead on mental health within the workplace and act as a mental health lead or champion.

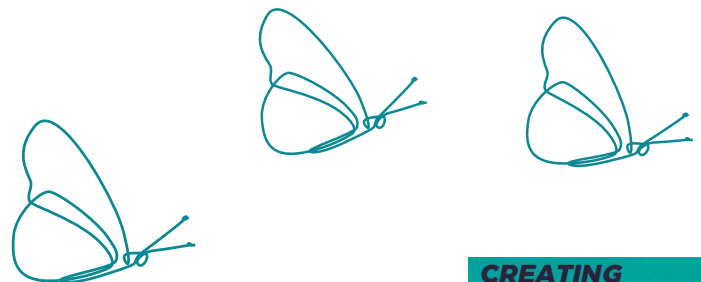
The programme begins by exploring mental health in the workplace and the role of the manager or champion in supporting this in line with the Equality Act 2010. It then moves into gaining an understanding on a range of mental health conditions and the help that can be provided by health care professionals, and how you can best support these conditions in the workplace. Successful completion of the Mental First Aid training will provide delegates with an accredited Mental Health First Aider status.

Following this foundation phase, the programme delves into the knowledge and skills required to create an open culture that encourages conversations in a safe and confidential environment. It also equips the champion or manager to manage those conversations effectively and be able to manage what at times may be some difficult conversations to have.

Key capabilities will include the confidence and skill in managing high levels of absenteeism and presenteeism and any impact this may be having negatively on performance, both for the individual themselves and the impact of the team. We will develop the skills to achieve this effectively whilst ensuring the right policies, monitoring, reporting and recording mechanisms are in place.

Lastly the programme will look at the toolkits you can build within your organisation to support the signposting to professionals and other bodies, internally and externally, who can support employees to achieve the best outcomes for their mental health needs.

This programme is highly interactive and engaging and delegates will have their own dedicated growth coach throughout the programme to coach and mentor them around their own real work activities and scenarios.



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The learning experience is engaging, hands on, and directly applicable to real work scenarios in relation to mental health support needs, encountered in workplace settings.

Programme Content Includes

- ◆ Understanding Mental Health in the Workplace
- ◆ Mental Health First Aid (delegates will achieved accredited MH First Aider status)
- ◆ Creating a positive culture – safe space, openness and transparency
- ◆ Skills to support mental health in the workplace
 - Effective communication skills and managing difficult conversations
 - Managing absenteeism, presenteeism and underperformance
 - Managing reasonable adjustments
 - Monitoring, reporting and recording
- ◆ Effective internal and external signposting to support with a range of mental health conditions
- ◆ Creating an organisational mental health toolkit
- ◆ Own Mental Well-Being, Career and Support

Additional Support Includes

- ◆ 1-2-1 Coaching with Programme Mentor
- ◆ Practical Workshops and Action Planning
- ◆ Mental Health and Employment Learning Materials and Webinars
- ◆ Career Development, Support and Advice

Programme Benefits

By attending this programme, participants will be able to:

- ◆ Increase Leadership and Management Capabilities or gain new skills as a Mental Health Lead if not in a management role
- ◆ Effectively manage attendance and performance with individuals with mental health concerns
- ◆ Improve well-being in the workplace.
- ◆ Create safe spaces to discuss mental health concerns.
- ◆ Build open, trusting relationships between the organisation and its staff.
- ◆ Provide the right signposting to external/professional bodies when needed.
- ◆ Develop a toolkit for mental health self-support and coping strategies.
- ◆ Achieve the Level 3 Award in Supervising First Aid for Mental Health.

Funding and Cost Contributions

This programme is funded through Hertfordshire County Council to support those who live within this region.

- ◆ For those who are a self-referral, unemployed or self-employed, the programme is fully funded.
- ◆ SME's 10% contribution to the costs
- ◆ Large Employers 30% contribution to the costs

Eligibility

- ◆ Live and/or work in Hertfordshire.
- ◆ Be 19 years of age or over.
- ◆ Have lived in the UK for the last 3 years prior to programme start date.
- ◆ Have the right to live and work in the UK during their time on programme.
- ◆ Have not completed a similar Skills Bootcamp in this financial year or be planning to start another in the coming months.

Getting Started

To find out more about this **Skills Bootcamp Leading a Mentally Healthy Workplace** programme and obtain enrolment and programme start dates, please contact Hannah Appleby – hannah@uniquetrainingsolutions.co.uk or 01727 733999.

Skills Bootcamps are part of the Government's Lifetime Skills Guarantee.



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