



## Staff Wellbeing Academy Prospectus

With over 10 years' experience supporting staff wellbeing in organisations and schools across the UK Spiral Wellbeing are pleased to introduce our Staff Wellbeing Academy course for 2021/22. We have used all of our experience to develop a course that will support delegates throughout their journey to implement a high standard and effective staff wellbeing strategy. Not only will this course support organisational leaders it will help them develop a culture of all staff taking responsibility for their own wellbeing and mental health.

The course is broken down into 8 modules where delegates will learn the key aspects of stress management, mental health awareness and supporting personal wellbeing, Guiding each organisation towards the development of a professional staff wellbeing strategy.

Having worked on a consultancy basis with many organisations and schools it has become evident that whilst one-off courses are effective, a more gradual, guided and supportive approach has far more benefits. This course will enable your organisation to work at a realistic pace, implementing the key strategies under the guidance of a qualified, experienced professional.

The Staff Wellbeing Academy runs over a period of 9 months, starting with a 1-1 introduction & fact-finding video meeting including the completion of module 1. Following this you will join two other organisations enrolled on the programme to cover the remaining 7 Modules which will enable you to support each other and share good practice along the way.

### **Module 1** - Understanding the importance of improved staff wellbeing

**Please note** that this Module is covered during your 1-1 course introduction, following completion you will join a course with a maximum of 3 organisations for Modules 2 - 8.

- Defining Stress & Wellbeing
- What a great staff wellbeing strategy looks like

- Importance of structure to your strategy
- Understanding the risks of stress & not managing personal wellbeing effectively
- Resilience is key
- The whole organisation approach
- Some wellbeing 'quick wins' to get you started

### Learning outcomes

- Able to define stress and wellbeing and share your understanding across your organisation
- Recognising the importance of a clear structure including the role of the policy, implementation time frames and how your course tutor will help you keep on track
- Visualising your strategy and how it will look in 9 months' time, what can you expect from your strategy and measuring its effectiveness
- Recognising the risks to both yourself and your staff's mental health specific to your organisations sector
- Gain a clear understanding of the role resilience plays in keeping yourself and your staff's mental health in good shape
- Understanding and confidence to brief staff on the journey your organisation is embarking on
- Access to a number of staff wellbeing 'quick wins' to get the strategy off to a strong start.

## **Module 2** – Physiology of stress

- Pressure Vs Stress
- Human performance and identifying when stress starts to have a negative impact on individuals
- Life in 2021, why is stress management & personal wellbeing so important
- Stress – The contributing factors
- Keeping your battery well charged

### Learning Outcomes

- Able to understand the difference between pressure and stress and how this effects each individual differently
- In depth understanding of human performance, recognising how pressure and stress effects performance and how to maintain optimum performance
- Understanding 'burn-out' and how to minimise the risks

- Able to confidently identify the 4 key risk factors in life that produce excessive pressure and ultimately may lead to stress
- In-depth understanding of the body's battery (Nervous system) and how resilience techniques and self-awareness can keep our battery healthy
- Why has stress and mental health become such an issue over the past 20 years? Understanding this will enable you to educate yourself and staff on the importance of taking personal responsibility for wellbeing

### **Module 3** – Developing resilience as an individual and in a team

- Introduction to resilience techniques
- Mindfulness Principles
- Mindfulness practices
- Introduction to NLP (Neuro Linguistic Programming)
- Anchoring & Re-framing for positivity
- Understanding the main stress chemicals and increasing production of those that have positive effects
- Lifestyle factors & the effects on wellbeing
- Selling the idea of resilience and getting 'buy-in' from your workforce

### **Learning Outcomes**

- Delegates will be able to identify a number of resilience techniques and have a good knowledge of their practice enabling them to coach / support others
- Introduction to the basic concepts of mindfulness and using a variety of practices to help develop improved wellbeing & stress management
- Opportunity to try a number of mindfulness practices to increase understanding of benefits
- Understanding of NLP (Neuro Linguistic Programming) and how a variety of techniques can have a positive effect on our mental health
- In-depth knowledge of the NLP practices of anchoring & re-framing, experiencing both techniques and learning the basic concepts of coaching others
- Recognising the main stress chemicals and how they effect the body and mind, delegates will gain an understanding of these and how to increase the production of positive chemicals and suppress the negative ones
- Understanding how making small lifestyle changes can improve our mental health and wellbeing, studying the effects of excessive stimulant use, exercise, healthier eating habits & sleep.

## **Module 4** – Controlling our Perceptions and Coaching improved balance in life

- What are perceptions?
- Why do most of our perceptions point to the worst-case scenario or are simply unrealistic?
- Challenging your perceptions
- Recognising what influences effect our perceptions
- How our perceptions effect our overall wellbeing
- Creating realistic perceptions
- Exercises to help keep our mind stories in check
- Introduction to the MY LIFE WHEEL coaching technique
- Developing positive mindsets

### **Learning Outcomes**

- Understanding of how and why we form perceptions, being able to recognise when we catastrophise situations and form unrealistic expectations
- Learning to recognise the influences in our lives that contribute to how we perceive situations and events, thus being able to form more rational perceptions.
- How can we challenge our perceptions? Delegates will be introduced to exercises that we can practice when we realise that our perceptions are having a negative impact on our life
- When we have extreme or unrealistic perceptions how does this type of thinking effect our mental & physical wellbeing
- Delegates will learn a number of exercises that will teach them how to challenge their perceptions by using an evidence-based approach
- Understanding that many perceptions are formed sub-consciously and how we can take control by using our conscious mind
- Introduction to the MY LIFE WHEEL coaching method to help support both yourself and colleagues to work towards a better life balance
- How to develop positive mindsets to the challenges that we face both in our work and private life.

## **Module 5** – Staff Wellbeing & Mental Health Policy development, implementation & purpose

- In-depth staff wellbeing policy distributed to delegates
- Explanation of policy content and how-to tailor for your organisation

- Developing local wellbeing partners to add value to your policy / strategy
- Overview of current HSE guidance on managing stress related illness in the workplace
- Launching your staff wellbeing policy successfully
- Communicating the purpose of your policy across the organisation
- Initiatives to help improve staff wellbeing and get 'buy-in' from staff
- Ongoing policy development, continuing to 'adding value' to your policy
- Separate stress management policy also included to sit alongside your main staff wellbeing policy

### Learning Outcomes

- Each organisation will receive an electronic copy of our staff wellbeing & Mental Health policy that can be simply edited to align with your organisations structure, required outcomes and culture.
- In-depth analysis of the policy content so as to ensure you understand all aspects of the policy and how the policy complies with HSE guidance
- Training on how to develop local wellbeing partners to support / add value to your wellbeing strategy including the development of a staff wellbeing directory that offers benefits for all staff to assist them with improving personal wellbeing
- Review and clarification of the latest HSE guidance on managing stress related illness in the workplace, enabling delegates to develop their policy further and understand their commitments
- How to launch your new / revised policy to the wider organisation staff, ensuring clear understanding, commitment and all-important 'buy-in'. Delegates will also receive coaching on how to communicate the policy to staff to maximise the impact of the policy
- Review of the most effective staff wellbeing initiatives that are used in organisations. This part of the course will give delegates some great ideas that are both time & cost effective.
- Delegates will also receive a separate stress management policy which sits next to the overall Staff wellbeing & Mental Health policy

### **Module 6** – Risk Assessment & Surveying Staff Wellbeing

- Why should we risk assess for stress in the workplace?
- Understanding the 6 HSE Management Standards for Work Related Stress
- What and when should you be risk assessing?
- Electronic copy of staff wellbeing survey distributed
- Understanding the purpose of the staff wellbeing survey
- Ensuring that your survey is a success

- Follow-up surveys and when to conduct them
- Analysing your survey results and identifying areas that require risk assessment
- Developing a group of Staff Wellbeing Ambassadors / Champions
- Responsibilities and benefits of a Staff Wellbeing Ambassador / Champion

### Learning Outcomes

- Gain an in-depth understanding of the risk assessment process in relation to managing work related stress, completing a number of risk assessments under the supervision of your course tutor
- Greater understanding of the 6 HSE Management Standards for work related stress which include:

Control  
Relationships  
Demand  
Change  
Role  
Support

- Able to identify areas that require risk assessment and at what point a risk requires you to conduct a risk assessment
- How to fulfil your legal requirement once a risk assessment has been conducted
- To understand that it is impossible to remove all risk and that any actions required following the completion of a risk assessment need to be reasonable
- Delegates will receive an electronic template survey that we have been using across organisations and schools in the UK for the past 8 years
- Gain a full understanding of why surveying staff wellbeing is important and ensuring that the survey is a positive experience for all
- Recognising when to conduct a follow-up survey and how to communicate the results to staff
- Your survey will form part of your organisations risk assessment process, delegates will be guided on how to analyse the results, decide whether further risk assessment is required and prioritising required actions
- How to develop a group of Staff Wellbeing Ambassadors / Champions including how to recruit the right staff for this important role.
- You will also receive a Staff Wellbeing Ambassador / Champion person specification / role description which will give you all of the information

required to ensure your selected Ambassadors / Champions have a positive impact on Staff Wellbeing within your organisation.

- Managing and supporting your Staff Wellbeing Ambassadors / Champions

## **Module 7** – Responsibility (management & wider workforce)

- Understanding that a successful staff wellbeing strategy is achieved through collective responsibility
- What expectations should you have of your employee's?
- What should your workforce expect from you?
- Communication methods
- Managing stress / mental health related illness / absence
- What support is available to you?
- Approaching those suffering with stress / poor mental health and developing a can do rather than can't do culture
- What you should expect from support services such as occupational health & employee assistance programmes

## **Learning Outcomes**

- Clarification of the expected responsibilities of both managers and staff, understanding the impact of collective responsibility and how this leads to a successful outcome and culture
- Understanding of the importance of using a variety of communication methods to sell the organisations vision to staff. Delegates will learn a variety of techniques aimed at capturing the attention of staff with varying learning styles
- Clarification of the process that should be followed when managing an employee that is facing a difficult time due to stress or poor mental health. Delegates will learn a variety of communication techniques as well as skills to manage each individual case to a successful conclusion
- Understanding of what you should expect from support services such as occupational health & subscribed employee assistance programmes. We have found that many organisations and schools have not been receiving the support that they require to manage individual cases successfully, during this module we will explore what you should expect from your providers
- Too often we take an approach to managing an individual based on what they are unable to do, one of the keys to achieving a successful outcome for both the organisation and individual is to focus on what the individual can do rather than what they are unable to do. Keeping individuals engaged has been proven to

have real benefits to their mental health and can have a real impact on whether the individual successfully returns to work long-term

- In addition to the subscription-based support services available to organisations, we will take a look at other services within your community that can also offer cost effective or in most cases free support on a wide variety of subjects including counselling, financial management, addiction and leading a healthier lifestyle

## **Module 8** – Continuing to develop your organisations staff wellbeing strategy in the future

- Reviewing where you are
- What other opportunities are there to add value to your long-term strategy
- Sponsorship of your organisations staff wellbeing strategy
- Mental health first aiders and their role
- Coaching and further CPD opportunities
- What training can you provide following completion of the staff wellbeing academy
- Gaining positive publicity to raise the profile of your organisation in terms of it's commitment to staff wellbeing
- Staff reward & recognition

## **Learning Outcomes**

- As you come to the end of the course this is a great opportunity to take a look back on how far you have come, with the assistance of your course tutor you will now have a staff wellbeing strategy in place and will already be seeing some of the benefits that were discussed at the start of the course. In module 8 we look at where you go next, how can you continue to improve and identify some of the challenges that you may face
- With finances tight it may be worth exploring the opportunities in your local area to secure private sponsorship of your staff wellbeing strategy, we will look at how this has helped some of the organisations and schools that we have previously worked with and how to identify potential sponsors
- The knowledge that you will have gained over the 9-month programme will enable you to share what you have learned with your staff to add to their personal CPD. We will identify some areas that you can focus on and share sample training sessions that you can run
- Coaching is a great way of supporting individuals to make changes, many of your staff will already have made significant changes to support their own wellbeing. In this module we will look at coaching techniques and how you can support those staff who need a little extra assistance / support



- Your organisation now has a robust and effective staff wellbeing strategy, now is the time to shout about it! Your local press can be very powerful in getting the message out there. Start to share positive stories and events as this will increase the organisations profile. Many organisations that we have worked with have also noticed that by promoting their commitment to staff wellbeing has improved the quality of candidates when recruiting for new positions. We will guide you through a number of initiatives that we have seen work to get you started
- Staff love to be rewarded or recognised when they do well, we will look at how you can reward staff without financial burden for going above and beyond in line with your new staff wellbeing strategy

### **Course assessment & certification**

Whilst there is no final assessment, your tutor will ensure that you have a good understanding of the course content at the end of each module. This will be done through a short online self-assessment questionnaire which may require you to revisit your course notes or re-watch a recording of the relevant modules training session.

Whilst we believe that a true reflection of how the course has benefited you and your staff is gained through self-assessment / review, we do provide certification confirming the key learning areas & skills that have been covered during the course. This document can be used to evidence your learning for your organisations CPD records.

We believe that this programme offers both the most comprehensive content & support for organisation in the UK at a price that offers exceptional value for money on your investment in staff wellbeing.

### **Course Fee's**

**One Delegate - £399.00. All inclusive**

**Up to 3 Delegates - £699.00 All inclusive**

Course Fees are invoiced at the time of booking, with 14-day payment terms.

### **Booking details**

Booking is very straight forward, simply email [enquiries@spiralwellbeing.co.uk](mailto:enquiries@spiralwellbeing.co.uk) to check when our next available course is running and we will forward you a link to the relevant course booking form. Once your course application has been submitted you will receive an automatic confirmation immediately followed by a full confirmation from us within 24 hours. At this stage we will liaise with you to schedule your introduction and Module One training.

### **Our training philosophy**

We feel that it is important to share with potential clients and delegates our training philosophy so as you can decide whether we are the right training provider for you. From our experience one of the main reasons why delegates think twice about engaging with a training company is because they don't understand fully the approach to training and what will be expected of them. Therefore, we would like to share our philosophy and expectations with you.

- We have a relaxed approach to training and allow each delegate to digest the training content in a way that they feel comfortable
- We do not use 'role play' as this can make delegates anxious and detract from them fully focusing on learning.
- Delegates will always receive a detailed course overview before each training session outlining what will be covered and any pre course preparation that is required.
- We do expect delegates to arrive for training in good time to avoid interruptions once the training has commenced, this is applicable to both online and venue sessions.
- We realise that delegates will have a varying level of knowledge on each subject covered and therefore ensure that every training session starts with the basics, assuming that no prior knowledge of the subject is known.
- We encourage delegates to share their knowledge and experience with the group however, this is only if they are comfortable to do so. Delegates will not be singled out to answer questions during any training.
- We like to be challenged and welcome open debate during every training session. Please feel free to ask questions at any time and request further confirmation if required during the training session or once the session has concluded.
- We value feedback both positive and negative, following each training course delegates will be sent a feedback form that is completed anonymously. These feedback forms have been at the heart of our business for the past 10 years and the reason that through continuous review and development we have achieved average course ratings of 96%.

- Knowledge of each subject is the key to successful outcomes; every course starts with detailed information of the subject which enables delegates to complete any tasks with confidence. Should a delegate feel that they require any further support this will always be arranged on a 1-1 basis without judgement, we all learn differently and may need further support or clarification at any time.
- We realise that every training course is an investment for your organisation, we aim to ensure that implementing the training does not create excessive workloads. All of our support tools are designed to be 'ready to go' however you may be required to make minor amendments dependent on your organisations structure.
- Most importantly we want you to enjoy every training experience with us, our trainers are very experienced and will deliver the course content in a professional yet entertaining way, ensuring that delegates remain engaged throughout each course's duration.
- Our business is stress management & wellbeing, our relaxed yet informative training style will always reflect this. So, sit back and enjoy each session, taking time out from the challenges being faced outside of the training room (or virtual training room)

Jon Kestell

Owner

Spiral Wellbeing Training & Development