



Course Title - Wellbeing in the Workplace

Course Duration	1 Day – 09.45 – 16.00
Who Should Attend?	HR Staff, Wellbeing Leads, Senior Managers / Leaders or anyone with Staff Wellbeing Responsibilities from all organisation & education settings.
What else is Included?	Wide range of resources (policy / survey etc) Coaching Tools 1-Hour post course consultation support session via zoom Lunch and Beverages throughout the day
What does this course cost?	One Delegate - £249.00 Two Delegates - £419.00 Three Delegates - £579.00 Early Booking Rates may be available, please see the individual course marketing for more details.
Location	We run this course at locations across the UK for specific venue dates please contact us on jon@spiralwellbeing.co.uk

Spiral Wellbeing have been supporting organisations & schools with the development of their staff wellbeing strategies since 2011, during this time we have experienced a wide variety of workplace settings and cultures and have developed this course to share with delegates an effective way to implement a successful staff wellbeing programme.

Delegates will not only improve their knowledge and understanding of this critical subject, during the course they will also receive valuable resources post course such as policy templates, surveys, risk assessment tools and coaching methods.

Course Overview & Learning Outcomes

<p>Understanding Stress & the effects of pressure on an individual / team</p>	<ul style="list-style-type: none"> • Physiology of Stress • How performance is affected • Why do individuals react differently? • Common Signs & Symptoms (early warning signs)
<p>The 4 Key Causes of Stress</p>	<ul style="list-style-type: none"> • Significant factors contributing to Stress and Mental Health issues in the following 4 areas of life. <ul style="list-style-type: none"> - Work - Home - Health - Personal • Focusing on these factors when developing your strategy
<p>Planning, Developing & Implementing your strategy</p>	<ul style="list-style-type: none"> • Your Staff Wellbeing & Mental Health Policy (template provided) • Visualising your strategy • Implementation process • Realistic time frames • Producing an action plan • Specific content to include • Prioritising
<p>Communicating your strategy across your organisation / school</p>	<ul style="list-style-type: none"> • Ensuring consistency across all Senior Management / Leaders • Keeping your workforce in the loop • Methods of communication • Motivating your workforce to engage
<p>What Works?</p>	<ul style="list-style-type: none"> • Sharing of initiatives that have worked in other organisation / school settings. • Ensuring that your initiatives offer variety to appeal to all • Improving staff engagement • Getting staff to lead on initiatives
<p>Utilising FREE resources</p>	<ul style="list-style-type: none"> • Overview of some excellent FREE support resources which can be used and implemented as 'Quick Wins' • Signposting to resources • Utilising a monthly wellbeing calendar
	<ul style="list-style-type: none"> • Understanding Key Counselling Skills • Stage management

Effectively managing employees affected by Stress & Mental Health issues	<ul style="list-style-type: none"> • Recording information • Risk Assessment and when to use • Producing a Wellbeing Recovery Action Plan (WRAP) • Using Empathy and Unconditional Positive Regard
Overcoming workforce resistance	<ul style="list-style-type: none"> • Addressing management & employee concerns • Ensuring that your strategy encourages a two-way approach • Overcoming negativity toward the strategy • Highlighting the features and benefits of your wellbeing strategy to achieve whole organisation buy-in
Ensuring that your strategy is accessible	<ul style="list-style-type: none"> • Reviewing a number of ways to showcase your strategy enabling easy access for the whole workforce • Continuous development of your strategy after launch
Measuring the success of your strategy	<ul style="list-style-type: none"> • Identifying key areas to measure • Suggested timeframes for reviewing your strategy • Setting realistic targets

Following attendance of this course each organisation / school is eligible to receive a 1-hour remote via zoom or on-site if location allows consultation with your course tutor who will be able to offer specific support to you based on your organisations culture, current position in terms of wellbeing and how to overcome any barriers that you may expect or are facing.

Covid 19

All of our face-to-face courses are run with the safety of delegates and trainers in mind, venues have been specifically selected based on their assurances that social distancing can be maintained throughout the course. We will also require all venues to supply us with their Covid-19 risk assessment as well as carrying out our own assessment prior to the course start time.

Currently the majority of venues are enforcing a requirement to wear a face covering in all public areas.

We would also request that all delegates conduct a Lateral Flow test on the evening before your course attendance and submit your result via the link which will be sent within your course instructions.

Further guidance will be provided within your course instructions as these may vary from venue to venue.

Should you return a positive Lateral Flow result prior to the course, you will not be able to attend on your booked course date and will be allocated to a future course or given the option to receive the training remotely via Zoom at a mutually convenient time.

Our training philosophy

We feel that it is important to share with potential clients 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 that we now achieve 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 / school, we aim to ensure that implementing the training back in the workplace does not add excessive workloads for those responsible. All of our support tools are designed to be 'ready to go' however you may be required to make minor amendments dependent on your organisation / school's 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).