



The importance of well-being and mental health in your workplace is more prominent than ever in today's society. At the heart of all business success is people. Your people are truly your most valuable business resource. Companies that care for the well-being of their team members see dramatic returns on employee engagement, retention, and increased productivity too - their people feel good and are able to do their best at work. As such, we believe your employees' mental health and well-being should be one of your top priorities.

This training program has been designed to empower you and your team members to take a systematic approach and active role in developing a healthier lifestyle and mental habits that will empower, improve the quality of relationships, and increase overall happiness at work. Our goal is to equip your employees with a set of realistic tools and tactics that will help them in their everyday life.

In this training, you and your team members will be able to see yourself from different angles in different areas of health. You will engage in reflective practices to increase your awareness of the components that lead to a healthy lifestyle so you are able to build the habitual behaviours that lead to sustainable change and higher resiliency. Additionally, this course will help you and your team with attention management, thereby improving focus and efficiency in the workplace.

### Modules

## **GAINING AWARENESS OF PERSONAL HEALTH AND WORK**

### Learning Objectives

- To gain awareness of how stress can bleed into multiple facets of your life in a constructive and destructive way
- To understand the main drivers and symptoms of burnout

### Learning Outcomes

- By the end of this module, trainees will understand the different kinds of stress and how they affect you inside and outside of work. They will begin to gain better self-awareness of how their current stressors may be impacting their personal and professional well-being with the goal of catching burnout before it happens

## LEARNING MORE ABOUT YOURSELF AND HOW YOU FUNCTION

### Learning Objectives

- To reflect on how our natural tendencies to compare ourselves can impact our mindset and propensity to challenge ourselves for further growth
- To notice and understand our emotional selves (i.e. emotional intelligence and regulation) so we are able to better understand how we react in certain situations
- To learn the connection between our perspectives of ourselves, our emotional responses and our well-being

### Learning Outcomes

- By the end of this module, participants will be able to improve their understanding of themselves, and their tendencies and behavioural patterns. They will know better how to take proactive steps towards improving their overall health and fostering continual development

## HABITS TO IMPROVE OVERALL HEALTH WORK PERFORMANCE

### Learning Objectives

- To learn how rest, sleep and eating can impact how you show up to work
- To explore how company culture influences break taking and ways to maximize breaks during the day
- To learn how to create personalized, sustainable goals for well-being

### Learning Outcomes

- By the end of this module, trainees will learn to identify their rest and sleep needs and gaps in their own rest and sleep self-care. They will be encouraged to create personal rest and sleep goals to support their needs while identifying their well-being non-negotiable goals and actions to support optimal wellness habits at work and at home

## **KNOWING YOUR LIMITS AND WORKING WITHIN YOUR CAPACITY**

### Learning Objectives

- To learn how to manage priorities and time to get the most out of your resources
- To learn how to set boundaries and to be assertive for more clear expectations and communication

### Learning Outcomes

- By the end of this module, trainees will be able to prioritize their tasks on a daily basis in a way that ensures they are productive with their time. Also, they will be able to be assertive regarding their boundaries and expectations in order to deliver the best result

## **SHARPENING OUR FOCUS WITH ATTENTION MANAGEMENT SKILLS**

### Learning Objectives

- To understand what our cognitive capacities are and how multitasking can actually be harmful to personal health and your work
- To understand how mindfulness is just another word for attention management while learning about applying different mindfulness techniques in the workplace

### Learning Outcomes

- By the end of this module, participants will learn how to achieve a better allocation of their cognitive resources and attention that will improve their overall well-being and work performance

## **NORMALIZING SEEKING SUPPORT**

### Learning Objectives

- To learn the distinction between coaching and counselling and what the signs are that you could benefit from either of the services
- To understand the benefits of counselling and its impacts on your quality of life
- To Identify the barriers and stigma associated with mental health and take active steps toward your own mental health

## Learning Outcomes

- By the end of this module, trainees will be able to recognize the benefits of counselling, coaching and the most common mental health stigma while increasing confidence and awareness in providing help to themselves as well as others