

# Your Mental Health at Work Online Training Checklist

Use this checklist to maximise how your workplace benefits from this training.

Action	✓
<b>Once you've booked your training</b>	
<p><b>Email all team members to sign up for the training</b></p> <p>Email your workforce saying why you've registered for 'Your Mental Health at Work' and encourage them to participate (or make the training mandatory to improve WHS in your workplace).</p> <p>For something fast and easy, use our email template.</p>	
<p><b>Send calendar invite for training</b></p> <p>Set aside time for team members to complete training.</p>	
<p><b>Book now to train your whole workplace</b></p> <p>We also have <i>Leading a Mentally Healthy Workplace</i> and <i>Managing for Team Wellbeing</i> training available to support all roles in your workplace. <a href="#">Email us</a> to book another program.</p>	
<b>In the lead up to your training</b>	
<p><b>Get the business owner, employer, or senior manager to encourage participation in the training</b></p> <p>Commitment and positive change must come from the top. Have a senior leader present during a meeting or send a personalised message to endorse taking part in mental health and wellbeing training. If team members see it's a priority and hear of the benefits from their leader, they're more likely to prioritise the training.</p>	
<p><b>Promote training internally</b></p> <p>Share promotional training materials via multiple channels to ensure all team members are aware of training e.g.</p> <ul style="list-style-type: none"> <li>• High foot traffic areas such as the kitchen, lifts or entryway</li> <li>• Internal digital platforms such as your intranet, WhatsApp or Microsoft Teams</li> </ul>	
<b>After your training</b>	
<p><b>Encourage your attendees to complete the post-training evaluation</b></p> <p>Highlight the importance of team members completing the evaluations to demonstrate the value and impact of training (you'll receive a survey immediately after training and 3-months after training). It'll also help us show the impact of NSW Government funded initiatives such as this and inform what programs NSW Government makes available to your workplace in the future.</p>	



## Tips to help you continue to build a mentally healthier workplace after your training.

- Encourage staff to share how they're contributing to a mentally healthy workplace by posting their training completion certificate on social media and giving a copy to their employer or manager.
- Share a post on your business social media channels, article on your website, or print a poster for your workplace to promote that your team completed this training and are working towards creating a mentally healthier workplace.
- Check out our social media guide for recommendations and don't forget to tag us in your posts so we can engage with them too!
- Encourage other staff to complete training if they were unable to attend. [Email us](#) to organise another session.
- Consider making training a part of your induction process. [Email us](#) to discuss how we can help.
- Encourage staff to download and use [HeadGear](#), a free app that guides users through a 30-day mental fitness challenge which includes mindfulness tasks and exercises. Share the download links to the [App Store](#) and [Google Play](#) through your internal channels.
- Support recovery at work by facilitating flexible arrangements and modifying duties where required. [Learn more at Mental Health at Work.](#)
- Share the contact details of [support and counselling services](#) and the help seeking page provided in your training workbook. Use early intervention strategies to your workplace like offering an [Employee Assistance Program](#). Provide regular reminders to encourage staff to seek support.
- Introduce mental health as a regular topic at team meetings or toolbox talks to normalise the topic and help staff feel comfortable to discuss openly.
- Implement the [five ways to wellbeing strategies](#) into your workplace. Why not try something new each month and share them with your team in regular communications.
- Create a healthier work environment by improving workplace culture, encouraging work-life balance, and providing good working conditions. [Learn more at Mental Health at Work.](#)
- Engage in ongoing training to refresh and expand on skills and knowledge.

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