

Training Course

niace
promoting adult learning

Thursday 13 May 2010
London



Working Well

One day training to promote staff wellbeing in
the post 16 education and training sector

Please retain pages 1 - 4

Training background

'Excellent introduction to wellbeing and reducing stress in the work place. Covered all the areas that I need to think about improving staff wellbeing'

Patrick Molloy, Curriculum Manager,
College of North West London

'Did what it said! – An excellent training day'
'I have already been able to put some of the ideas to good use to put together a stress management workshop for staff'

Sue Martin, Mental Health Adviser, University of Winchester

'Lack of mental well being in the workplace is costing the UK £25.9billion per annum in terms of sickness absence, presenteeism and turnover, and an additional nearly £5b in terms of incapacity benefits. It is not only economically costly but also costly to the health and wellbeing of individuals and their families...'

Cary L Cooper CBE, Distinguished Professor of
Organizational Psychology and Health, Lancaster University:
<http://www.mindfulemployer.net>

"Working Well" training is based on the principle that we cannot support our learners effectively or be positive role models without looking after our own mental health. It is as much about maintaining mental health as well as supporting those staff who have mental health difficulties.

Through a range of participatory activities, the training will explore what organisations can do to promote well being of staff and what individuals can do to support their own wellbeing at work.

Who is the training for?

The training is designed for staff working in the post 16 education sector, including: colleges, adult and community learning, work based training providers, offender learning, voluntary sector organisations, and those involved in funding and organising learning.

It will be relevant to:

- Individual staff members to reflect on their own mental health and support needs (including teaching staff, frontline staff, advice and guidance staff, and those working in administration and estates)
- Managers, team leaders and governors who want to develop organisational practices which support positive mental health
- Union representatives to raise the issue of mental health at work
- Trainers to lead awareness sessions.

Objectives

- To raise awareness of mental health at work
- To consider organisational approaches and actions to promote wellbeing
- To consider individual actions to promote well being
- To prepare participants to deliver a *Working Well* course in their own organisation.

Outcomes

By the end of the session participants will:

- Have improved their understanding of mental health
- Have an understanding of an organisational framework for reducing stress
- Have identified and sampled activities to develop an organisational strategy for well being
- Have considered practical strategies to support colleagues in a range of stressful situations
- Have awareness of a number of tools to support individuals maintain their own mental health
- Be familiar with the contents of the Working Well pack
- Feel prepared for delivering a Working Well training session in their own organisation.

Training pack

Participants will be given a hard copy training pack containing a full set of resources and a training session plan, which will enable similar training to be delivered in their own organisations.

Programme

- 09:45** Arrival and registration (tea/coffee available)
What I do to bust stress
- 10:15** Welcome and introduction to the day
- 10:30** What is mental health?
Quiz
- Work is good for my mental health because...
- An organisational framework for reducing stress
- What our organisation/team could do to be a mindful employer
- 11:45** Tea/ coffee break
- Towards an organisational strategy
- 12:30** Lunch and showing of DVD
- 13:15** Individual stress check
- What colleagues say about mental health at work
- Supporting colleagues: Case studies
- Becoming familiar with the resource pack
- Promoting positive workplace environments
- Next steps: priorities for action
- Evaluation
- 15:45** Close (tea/coffee available)

This programme is correct at the time of going to press. The organisers reserve the right to make changes to the published programme in the event of one or more of the advertised speakers being unable to attend. Participants have no claim against NIACE in respect of such changes.

Thursday 13 May 2010

London

Event Information

- Arrival and Registration is at 9:45am for a 10:15am start. The event will end at 3:45pm.
- Event fee per person: £170 (Non NIACE members rate)
Event fee per person: £145 (NIACE members rate)
(includes lunch, tea/coffee)

NB: NIACE does not charge VAT on conference and course fees

- If you wish us to invoice your employer we require a copy of the Purchase Order
- Please note that the absence of a Purchase Order / Order Number will delay the processing of your application form
- Only application forms with the payments section completed will be processed
- Places will be allocated in order of receipt of completed application forms
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be e-mailed out one week before the event
- Participants should be prepared to take their own notes as there will not be handouts for all sessions
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

NIACE Training Courses Team

Tel: 0116 204 2811

Fax: 0116 285 9670

Minicom: 0116 255 6049

E-mail: courses@niace.org.uk

Application Conditions

Event: Thursday 13 May 2010

Closing Date: Thursday 29 April 2010

- Cancellations will only be accepted if received in writing before the closing date and will be subject to an administration fee of £50
- The full fee is payable prior to the event
- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of electronic-notetakers, sign language interpreters and transcription to Braille.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

NIACE is a company limited by guarantee.
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Registered Address: 21 De Montfort Street, Leicester LE1 7GE

NIACE Events Team
Renaissance House, 20 Princess Road West
Leicester LE1 6TP

Tel: 0116 204 2833 Fax: 0116 254 8368

Minicom: 0116 255 6049

E-mail: courses@niace.org.uk

<http://www.niace.org.uk/events>



INVESTOR IN PEOPLE



promoting adult learning



Please complete the application in **BLOCK CAPITALS**

My organisation has authorised my attendance on **Thursday 13 May 2010, London**

Participant's details

Title _____ Full name _____

Job title _____ Organisation _____

Daytime tel No. _____ Mobile No. _____ Fax No. _____

Please provide an e-mail address that is your own and regularly accessed as this will be used to send you joining instructions.

E-mail

Address _____

 _____ Postcode _____

This is my Home address Work address

Joining instructions will be sent by e-mail, if you would prefer to receive these by post, please tick this box

Payment - NIACE does not charge VAT on conference/course fees (The signatory is responsible for payment)

Event fee per person: £170 (Non NIACE members rate)
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 (includes lunch, tea/coffee)

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- I enclose a cheque for £..... made payable to NIACE
- Please send me a receipt
- I enclose Purchase Order No. _____ and request you to invoice my employer for £.....

Please note that the absence of a Purchase Order/ Order Number will delay the processing of your application form.

Invoice address:

Please debit my credit/debit card with the value of £.....

We do not accept payment by AMEX

Valid from: Expires on:

Three digit security code on reverse of card:

Issue No: (Switch/Maestro)

Name as it appears on the card:

Cardholder's signature:

Cardholder's address:

Participant's requirements

I have no special requirements	I will require a hearing loop	
I will need support for my visual impairment	I will need wheelchair access	
I will need an electronic note-taker	I will need facilities for an assistance dog	
I will require a sign language interpreter (please specify)		
I require event materials in a specified format (please specify)		
I have the following dietary requirements (please specify)		
I have further additional requirements (please specify)		

NIACE requires a 10 working days notice period to make arrangements for electronic note-takers, sign language interpreters and translation to Braille.

Sectoral Monitoring

Adult Education College	Community Education Provider	Further Education
Government Body	Higher Education	Information/ Guidance Provider
Learning and Skills Council	Libraries, Museums, Archives, Arts	Local Government (inc. Ed Authorities)
Media	Offender Education	Open, Distance or e-learning Provider
Union	Vocational Education and Training	Voluntary Sector and Charities

Ethnic and Equal Opportunities Monitoring

Bangladeshi	Black African	Black Caribbean	Chinese
Dual Heritage	Indian	Other Asian	Other Black
Pakistani	White	Any other ethnic group	
Gender	Female	Male	
Age	Under 30	30-50	51+

Agreement - I accept the NIACE Event Information and Application Conditions

Signature	Date

C1965/0510

Event Date: Thursday 13 May 2010
Closing Date: Thursday 29 April 2010

Data Protection Act

The National Institute of Adult Continuing Education (NIACE) is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE will be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website www.informationcommissioner.gov.uk. At no time will we divulge personal information to third parties without your express consent. Participants may be contacted by letter or e-mail with details of future events and publications organised or promoted by NIACE which may be of interest to you. Database mailing update forms are sent out periodically. These provide you with the opportunity to have your details amended or deleted from the database. If you wish to receive such further information please tick this box

Please return completed application form to Raksha Kanani: Fax: 0116 254 8368
NIACE Events Team, Renaissance House, 20 Princess Road West, Leicester LE1 6TP
Enquiries to: Tel: 0116 204 2811 Email: courses@niace.org.uk