

Training Course



Thursday 2 July 2009

National Council for Voluntary Organisations, Regent's Wharf, 8 All Saints Street, London N1 9RL



---

## Working Well

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

Please retain pages 1 - 4

## Training background

This training is about promoting the positive mental health of people working within the post 16 education sector. It aims to raise awareness and support employers to develop good practice.

“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.

## What will the training cover?

Through a range of participatory activities, the training will explore what organisations can do to promote wellbeing of staff and what individuals can do to support their 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 wellbeing
- 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 wellbeing
- 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 2 July 2009

National Council for Voluntary Organisations, 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: **£175** (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 posted 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](mailto:courses@niace.org.uk)

## Application Conditions

Event: Thursday 2 July 2009

**Closing Date: Thursday 18 June 2009**

- 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 palantypists, sign language interpreters and translation 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.  
Registration no. 2603322 Registered charity no. 1002775.  
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](mailto:courses@niace.org.uk)

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



INVESTOR IN PEOPLE

**niace**  
promoting adult learning



Please complete and return the full application form

# Application Form

My organisation has authorised my attendance on:

Thursday 2 July 2009, London

## Participant's details

Title \_\_\_\_\_ Full name \_\_\_\_\_

Job title \_\_\_\_\_ Organisation \_\_\_\_\_

Daytime tel no. \_\_\_\_\_ Mobile no. \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address (for pre-event papers) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

This is my  Home address  Work address

## Payment

The signatory is responsible for payment.

Event fee per person: **£175** (Non NIACE members rate)

Event fee per person: **£145** (NIACE members rate)

(includes lunch, tea/coffee)

**NB: NIACE does not charge VAT on conference/course fees**

- 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 to be advised 5 working days prior to the event

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 number 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 will require a hearing loop
- I will require a sign language interpreter (indicate type)  
\_\_\_\_\_
- I will need a palantypist and/or note taker
- I will be using a wheelchair
- I will be bringing an assistance dog
- I have a visual impairment
- I require event material in a specified format (please indicate format)  
\_\_\_\_\_

Any additional requirements (please specify)  
\_\_\_\_\_

I have the following dietary requirements  
\_\_\_\_\_

**NIACE requires a 10 working days notice period to make arrangements for palantypists, sign language interpreters and translation to Braille**

### NIACE membership (please indicate)

- Individual Member
- Corporate Member
- Honorary Life Member

### Agreement

By signing the form the individual agrees to NIACE's Terms and Conditions in respect of applying for a place at a NIACE event.

**Signature**  
\_\_\_\_\_

**PRINT First (given) and family names**  
\_\_\_\_\_

**Date**  
\_\_\_\_\_

**Send to:** Raksha Kanani  
NIACE Events Team  
Renaissance House, 20 Princess Road West, Leicester LE1 6TP  
Tel: 0116 204 2811 Fax: 0116 285 9670

### Equality and Diversity monitoring

Please tick the appropriate boxes below

- Asian**
- Bangladeshi     British     Chinese
  - Indian     Pakistani     Sri Lankan
  - Other: \_\_\_\_\_

- Black**
- African     British     Caribbean
  - Other: \_\_\_\_\_

- Dual Heritage**
- White and Black Caribbean     White and Black African
  - White and Asian     Other: \_\_\_\_\_

- White**
- British     European     Other: \_\_\_\_\_

**Any other ethnic group**  
Please specify: \_\_\_\_\_

- Gender**
- Female     Male

- Age**
- Under 30     31-50     51+

### Sectoral monitoring

Please tick the appropriate box below (\* please specify)

- Adult Ed. College
- Children's Trusts
- College, FE or HE (inc. Universities)
- Community Education Provider
- Government Department
- Information/ Guidance Provider
- Libraries and Museums
- Learning and Skills Councils
- Local Government (inc. Education Authority)
- Local Authority, Housing
- Local Authority, Children's Services
- Primary healthcare
- Prison/Probation Service
- Supported Employment
- Trade Union
- Voluntary Sector and Charities
- Work-based Learning (inc. SSCs)
- Other\* \_\_\_\_\_

C1899/0609

Event Date: Thursday 2 July 2009

**Closing Date: Thursday 18 June 2009**

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](http://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