

THE PATH TO ACCREDITATION & BEYOND

1. INTRODUCTION & LIAISON

- A. We meet/liaise with you to understand the organisation's structure, staff numbers etc. and to discuss programme scheduling, group sizes and programme delivery locations.
- B. Management Liaison Team is formed (2-3 people) to provide ongoing oversight of the programme within the organisation.

Includes: Mental health overview, how to talk with and manage distressed staff, maintaining a healthy workplace, what the law says.

2. WORKFORCE - WIDE TRAINING

- A. **MANAGEMENT TRAINING**
We work with your management team in groups of up to 20 for 3 hours of training and workshops. *
- B. **WORKFORCE TRAINING**
We meet with your workforce in groups of up to 25 per 2-hour session to present and workshop the WB@W programme. *
- C. **POTENTIAL WB@W CHAMPIONS & CONNECTORS**
Having been identified by management or self-nominated at workshops, these staff are reviewed and approved for training.

Includes: About mental health, easy ways to wellbeing, how to talk with a distressed person, available support.

3. CHAMPIONS & CONNECTORS TRAINING

In groups of up to 30 per 3-hour session, Champions and Connectors receive in depth training and information to become WB@W go-to people in your organisation. Connectors provide information and direction while Champions raise awareness of working positively with people experiencing mental illness or distress. *

Includes: Role purpose and guidelines, supporting an inclusive workplace, how to talk with a colleague who appears distressed, available support.

4. POLICIES REVIEW

A 2-hour session with your HR/H&S people covering alignment of policies & procedures with best practice and statutory requirements.

5. WB@W ACCREDITATION

Your organisation is recognized as WB@W accredited, appears on our website, and receives: the WB@W accreditation logo for company use, a WB@W accreditation certificate, ongoing WB@W information and WB@W e-news for staff. Accreditation is awarded for a 3-year period post implementation.

6. RE-ACCREDITATION

Re-accreditation is awarded 3-yearly following a successful half-day review with management along with a half-day refresher training session for the organisation's Champions and Connectors. Some additional training sessions may also be required where staff turnover or organisational growth have reduced total workforce involvement to below 70%.

- Individual guidebooks are provided at each training session