



Vitae Education & Workplace Wellbeing Training

Workplace Wellbeing - Community Workshops 2018

Vitae is an experienced national provider of workplace wellbeing services with offices in Waikato, Wellington, Auckland and Christchurch and has been operating since 1965. Our professional team and services aim to work in partnership with your organisation and we strive to be holistic and wellbeing focussed, culturally responsive, 'front footed' and solutions focussed.

Vitae is led nationally by an executive team of senior practitioners and all Vitae's Senior management team are trained trauma responders. Our commitment is to a shared vision of people realising their potential and engaged in healthy relationships at home at work and in their communities. As part of supporting this vision Vitae engages with community partners to offer education across the country and with a special focus on rural and smaller communities.

The kaupapa/philosophy for our workplace wellbeing education programmes is strengths based and our greatest skill is in being able to deliver workshops in a practical and applied way that makes the learning directly applicable to your place of work. Our facilitators are not only people with subject knowledge but also hands on people / practitioners in current practice. Our focus is on the New Zealand experience – NZ current research and thinking, and giving people who attend the opportunity to add further tools or strategies to their existing toolkit or kete. It's important to us to be aware of what evidence based best practice looks like and to hear what others are doing that's working in the wellbeing at work space. There are lots of good things happening in workplaces and stories of great wellbeing plans and strategy being successfully implemented.

In 2018 we are again coming out to the community and regions to offer affordable and accessible professional development to teams with a series of interactive and applied workshops for managers, team leaders, human resources personnel, general staff, community organisations, family/whanau members, board members and volunteers.

Workshops are open to everyone in communities and our goal locally is to support communities in growing their capacity and at a national level to support community development. We are looking for community partners who can host us and partner with us so we would like to talk with you if you are interested in being a partner with us in your community. Limited places for each session are available (15 per session).

Workplace Wellbeing - Community Workshops 2018

MENTAL WELLBEING AND THE WORKPLACE (1.5 HRS)

- Understanding mental wellbeing in a NZ context
- NZ history and the Mental Health Act
- Identifying risk and protective factors and the links to health and safety
- Psychosocial risk management
- How to have the conversations needed
- What the research tells us about evidence based approaches to developing mentally healthy workplaces
- The experience of mental illness
- Supporting a recovery based approach
- Contemporary practice – what can help – a takeaway resource sheet about apps, resources and approaches
- Current kiwi research that's happening –what's it telling us
- Workplace strategies supporting mental health
- What we can all do to contribute to destigmatising
- Using workplace , community and health resources and how to get help/support when you need it

BUILDING RESILIENT TEAMS (1.5 HRS)

- Understanding the concepts of stress & resilience
- The physiology of the stress response – what's happening
- Taking our best self to work and our best self-home
- Keys to resilience building- a developable skill
- Self-awareness-knowing our triggers and thinking traps
- Sleep rest and fatigue management – what we can do
- The role of nutrition in building wellbeing
- Workplace strategies supporting resilience in organisations
- Building employee engagement and tis connection to resilience
- Promoting and facilitating early help seeking
- Kiwi research and resources
- Case studies
- Organisational approaches to building resilient teams

Cost: \$100 per person exclud GST for each 1.5 hour session

Contact: theteam@vitae.co.nz to confirm a booking

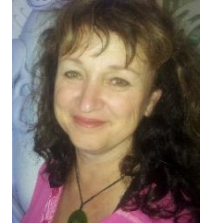
Facilitator

Liz Pennington

Chief Executive-Tumuaki

RCpN, BA, DTTchg, Dip NFP Mgt,
MN FCNA (NZ)

Liz was appointed to the role of
Vitae Chief Executive in 2013.



She is based in National office in Wellington on the Terrace and travels regularly.

Her background has included a wide range of senior management roles in mental health, social and community development, tertiary education, central government and in the not for profit sector. Liz is a Registered Nurse with a clinical background in mental health and a Fellow of the College of Nurses Aotearoa. Liz has been a senior lecturer in mental health and served as National Chairperson of the Anglican Care Social Services Network of New Zealand. She is currently the Vice President and NZ representative on the Australasian executive of EAPAA (Employee Assistance Programme Association Australasia) and the NZ representative on the management committee of CIMA (Crisis Intervention and Management Australasia).

Liz is Vitae's CEO and works as a senior practitioner providing consultancy, facilitating workshops, as a professional supervisor and as a trained psychological trauma responder.

MAINTAINING HEALTHY WORKPLACE PRACTICES - EDUCATION & AWARENESS (1.5 hours)

This programme is designed to provide participants with the tools and knowledge to enable them to actively contribute to the provision of a safe working environment as required under the Health and Safety in Employment Act and to identify stressors in self and others.

Content Includes

- Interactive discussion – what are the unique key issues / stressors in your workplace?
- What is and what is not harassment?
- What is and what is not workplace bullying?
- Employer and employee obligations under the Health and Safety in Employment Act
- Safe practice checklist
- Self-care and reporting
- Understanding acute and cumulative stress
- The warning signs of stress and distress
- How do we recognise workplace stress and its impacts
- Recognising symptoms of stress - early intervention
- How do we identify and support signs of workplace stress in others?
- Understanding the traits of resilience
- Key strategies for managing stress and building resilience

NAVIGATING UNCERTAINTY AND CHANGE SUCCESSFULLY WITH PROFESSIONALISM AND PERSONAL RESILIENCE (1.5 hours)

This content has been designed to support participants in working through uncertainty and change positively, whilst continuing to actively contribute to the organisation as an engaged employee.

Content includes

- Identifying the Issues Relating to Uncertainty and Change
- The Change Curve – Kubler-Ross
- Enabling and Inhibiting Factors in Transitions
- How Emotional Intelligence can overcome Uncertainty
- Identifying and Managing Pressure
- Positive Positioning and Self-Messaging
- Circle of Concern/Circle of Influence – Stephen Covey Model
- Recognising Symptoms of and Managing Stress and Distress
- Understanding and Building Resilience
- The 3 Keys of Wellbeing
- Strategies for Improving your Wellbeing and Happiness
- Support Resources available to you

Cost: \$100 per person exclud GST for each 1.5 hour workshop

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FACILITATOR DEBBIE TRASK

CMHRINZ



Debbie is an experienced Senior Consultant in designing, marketing and delivering Human Resource solutions to both private and public sector organisations. Debbie manages her own consultancy and provides expert and cost effective innovation solutions to HR issues.

In addition to previously holding the position of Human Resources Manager in a large multi-national corporate, Debbie has over twenty years' experience as a Human Resources Consultant, specialising in the areas of Industrial Relations, Performance Management, Management Development, Conflict Resolution and Resource Development

Debbie has achieved professional membership accreditation with the Human Resources Institute of New Zealand, is accredited in Situational Leadership and Targeted Selection Interviewing and is a qualified administrator for Hogan Psychometric Assessments and Myers Briggs (MBTI). Debbie is also a qualified LEADR Mediator.

ACHIEVING LIFE-WORK BALANCE (1.5 hours)

This programme is designed to provide participants with an understanding and greater awareness of the importance of life-work balance, what it is and how it impacts individuals and others. It highlights the importance of developing strategies to maintain balance and build resilience for personal well-being.

Components include:

- What is life-work balance?
- Managing the juggling act
- The impact of technology
- The role of personal accountability
- Lifestyle Priority Assessment
- Creating life-work boundaries
- Positive positioning and self-messaging

TALKING SAFELY ABOUT SUICIDE (1.5HRS)

This workshop is presented with the purpose of assisting us to broach the topic of suicide without fear or inhibitions.

Content includes:

- Talking safely about suicide
- Emphasis on suicide in NZ
- Understand NZ statistics
- Discuss myths around suicide
- Identifying people at risk
- Know what to say and do

There will be time for group discussion and sharing of specific examples we are aware of.

PROFESSIONAL AND PERSONAL BOUNDARIES (1.5HRS)

This workshop is designed to address the boundary between ones person life and professional obligations. There are limits to both and being aware when we have reached or over reached that limit is essential. Healthy living and clear professional functioning require insight into personalities and knowledge of what constitutes limits.

- Review principles of good practice
- Consider legislative obligations
- What constitutes harassment
- Develop a collective understanding of boundaries
- Identify current issues of safe practices
- How to support one another in 2018

Cost: \$100 per person excld GST for each 1.5 hour workshop

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Facilitator: Jerri Bassi

Jerri is a Registered Psychotherapist who has many years' experience in individual and group psychotherapy as well as assisting corporate and community groups to develop greater awareness.



Having a systems approach to people and organisations is essential in order to comprehend interpersonal and organisational dynamics.

Jerri draws from a range of theoretical constructs, encouraging new ways of approaching complexities.

Critical Incident Stress Management Awareness Group Crisis Intervention

2 Day Intensive Training

The CISM Group Crisis Intervention training program presents the core elements of a comprehensive, systematic and multi-component crisis intervention curriculum. This two-day course prepares participants to understand a wide range of crisis intervention services including:

- Pre and post incident crisis education
- Crisis intervention for individuals
- Small group defusing and debriefing.
- Demobilization and crisis management briefings after both small & large scale traumatic incidents

This establishes the theoretical basis behind Critical Incident Stress management as well as the need for appropriate follow-up services and referrals. The course highlights the difference between internationally accepted protocols in the area of post incident support (*prepares individuals to provide these interventions*) and that of therapeutic intervention.

Course Content

Day One 8.30 am – 6 pm

- Introduction to key terms and concepts:
- Stress and trauma
- Critical incident stress
- Crisis intervention
- Resilience
- CISM: an overview
- Peer Support
- Guidelines for responding to
- colleagues who are highly distressed
- One to One – SAFERR model
- Large Group crisis intervention
- Demobilisation
- Crisis Management Briefings (CMB)

Day Two 8.30am – 4.30 pm

- Small Group Crisis Briefing SCMB
- Defusing
- Critical Incident Stress Debriefing
- Skills practice sessions involving
- Specific Scenarios
- Evaluation

Fees

\$650.00 plus gst or early bird \$600 plus gst if paid eight weeks before the course commences.

Fee includes lunches/morning/afternoon tea, all course materials and certificate of attendance. Full attendance over the two days is required before the certificate can be issued.

Trainer: Sandra Johnston

Sandra is an experienced trainer for CIMA in New Zealand & the CIMA Australasian President. She is the Vitae National Trauma Services Manager with responsibility for recruiting, training and accrediting Vitae's national network of trained CI responders and managing the critical incident process for Vitae.



Sandra's qualifications include: MSc Counselling Psychology (Hons); Dip ClinSup; Cert. Advanced CI Response training; Assoc Degree Business Studies; Accredited & Registered Advanced Trainer CIMA.

Participant Reviews

The trauma training offered by Vitae was the most relevant training I have done in several years. Sandra Johnston was able to extend my knowledge and hone my skills through a good balance of information sharing and role play.

Sandra is a humble expert with a vast theoretical and practical experience on which to base her presentation. Well worth the 2 day investment.

Martin Kelly
Registered Psychologist Christchurch
Dip Teaching (Christchurch) MEd (Cant.),
MEd (Otago). Dip Ed Psych (Otago)

I attended the CGI course in March 2012. The content covered was largely a refresher for me having attended many CI's already, however, it did broaden my understanding of why we respond to call outs as we do and why what we do works. I did get a chance to practice responding to scenarios where large groups were impacted by an event. The content covered and the course materials provided were excellent. Overall the training was invaluable and has improved my ability to meet the needs of our clients.

Belinda Hodson
Vitae Clinician and Trauma Responder

Vitae Workshop Schedule 2018

| Feb 18 | Topic | Location |
|---|--|------------------------------|
| 7 Feb | Maintaining healthy workplace practices | Wellington 1pm -2.30 pm |
| 14 Feb | Mental Health and Building Resilience | Wellington 12.30pm - 4.00 pm |
| 15 Feb | Mental Health and Building Resilience | Upper Hutt 10.30am – 2.00pm |
| 16 Feb | Mental Health and Building Resilience | Lower Hutt 1pm - 4.30 pm |
| 22 nd & 23 rd Feb | Critical Incident Stress Management Awareness Group Crisis Intervention | Cambridge |
| 27 Feb | Personal and Professional Boundaries | Wellington |
| 28 Feb | Suicide Awareness and Responsiveness | Wellington |
| Mar-18 | | |
| 7 Mar | Navigating Uncertainty and change successfully with professionalism and personal resilience | Wellington |
| 20 Mar | Mental Health and Building Resilience | Masterton |
| 21 Mar | Mental Health and Building Resilience | Palmerston North |
| Apr-18 | | |
| 10 Apr | Achieving work-life balance | Wellington |
| 12 Apr | Critical Incident Stress Management Awareness Group Crisis Intervention | Auckland |
| 19 th and 20 th Apr | Critical Incident Stress Management Awareness Group Crisis Intervention | Waikato |
| 18 Apr | Mental Health and Building Resilience | Whanganui |
| 19 Apr | Mental Health and Building Resilience | Taranaki |
| May-18 | | |
| 16 May | Mental Health and Building Resilience | Wairoa |
| 17 May | Mental Health and Building Resilience | Hastings |
| 18 May | Mental Health and Building Resilience | Waipukarau |
| Jun-18 | | |
| 20 Jun | Mental Health and Building Resilience | Rotorua |
| 21 Jun | Mental Health and Building Resilience | Whakatane |
| 22 Jun | Mental Health and Building Resilience | Waikato |
| 14 th and 15 th Jun | Critical Incident Stress Management Awareness Group Crisis Intervention | Wellington |
| 21 st and 22 nd Jun | Critical Incident Stress Management Awareness Group Crisis Intervention | Christchurch |

Vitae Workshop Schedule 2018

Jul-18

18 Jul Mental Health and Building Resilience Auckland
19 Jul Mental Health and Building Resilience Auckland

Aug-18

21 Aug Mental Health and Building Resilience Nelson
22 Aug Mental Health and Building Resilience Christchurch
23 Aug Mental Health and Building Resilience Dunedin

Sep-18

18 Sept Mental Health and Building Resilience Waikato
19 Sept Mental Health and Building Resilience Tauranga
20 Sept Mental Health and Building Resilience Papamoa

Oct-18

16 Oct Mental Health and Building Resilience Kerikeri
17 Oct Mental Health and Building Resilience Whangarei
18 Oct Mental Health and Building Resilience Kaitia

Nov-18

20 Nov Mental Health and Building Resilience Wellington
21 Nov Mental Health and Building Resilience Upper Hutt
22 Nov Mental Health and Building Resilience Lower Hutt

Dec-18

12 Dec Mental Health and Building Resilience Auckland
13 Dec Mental Health and Building Resilience Auckland