



See Change in your Workplace

Frequently Asked Questions

General Queries

How much does a workshop cost?

As we are partially funded by the National Office of Suicide Prevention for our workplace programme we can provide up to three funded workshops per organisation depending on availability. Otherwise, workshops are €950 per workshop. This fee goes back into the program to help provide more funded workshops.

Are there cancellation fees?

Depending on how much notice you give to See Change, a cancellation fee may apply.

- If notice of cancellation is received more than 14 business days before the workshop date, there is currently no cancellation fee.
- If notice of cancellation is received at least 5 business days but less than 14 business days before the workshop date a cancellation fee of €300 will be charged to the organisation
- If notice of cancellation is received within 3 business days or less before the workshop is due to begin, a cancellation fee of €550 will be charged to the organisation

Can my organisation pay for a workshop to get it booked sooner than the funded spaces?

No. The same date will be offered regardless of funded or paid spaces.

When is payment due for the fee-paying workshop?

In advance of the workshop. Workshops with fees attached will not go ahead until payment is made.

How do we book a workshop?

See Change will provide you with a range of available dates and you will be asked to complete a booking form with your organisation details, preferred dates & number of participants. We cannot confirm the booking until we have received a complete booking form. We also cannot hold dates, so we ask you to return the booking form promptly.

Is attendance to the workshop mandatory for senior leaders and specific managers?

Our workshop is suitable for leadership, senior management, HR personnel, line managers and team leaders; anyone who is leading a team of staff. In order for culture change to happen, it is important that your organisation is fully represented in our workshops.

How many people need to go through the See Change workshops for our organisation to achieve the certification?

The bare minimum is 10% of senior/ management staff, with the recommendation being at 75% to support real culture change.



The workshops

How long is a workshop?

The workshop is 3.5 hours. It is split into 3 sections, and there is a 15-minute break halfway through. We request that all participants give 5 minutes after the workshop to complete feedback.

How many people can attend a workshop?

The maximum numbers that we allow for in-person workshops is 25, and 16 for online workshops. The minimum number of participants is 8 people. A fee of €550 applies when there are less than 8 participants in attendance on the day of the workshop whether the workshop goes ahead or not.

What is covered in the workshop?

- Understanding Mental Health as a topic – the language, our perceptions, what it is and what it means for us as individuals and also as managers
- Understanding Stigma – from a definition point of view, from a personal point of view, and from an impact point of view, particularly in the workplace
- Workplace culture – understanding the concept & looking at culture change within the organisation, and understanding the role of a leader in this area
- Signposting – our sessions all end with some signposting to; EAP (if available in organisation), GP, Samaritans & www.yourmentalhealth.ie

What materials are given as part of the workshop?

- Workplace Programme Action Plan
- See Change in your Workplace Programme
- Mental Health in the workplace policy document
- Case Law review document
- IBEC line managers guide
- What is Stigma Guide
- See Change Workplace Briefing Document
- Mental Health Champions Guide
- Private access to online portal which includes downloadable resources for managers & staff

Are online workshops recorded and can they be shared with other staff members at a later date?

Currently any recording is for See Change training purposes only. In the interests of GDPR, recordings would not be shared with anyone who did not attend the session

Is there any certification with the workshop for participants?

Yes, each participant will receive their own certificate of attendance.

Our organisation has a steering group that includes people who are not managers. Can they attend this workshop as part of our well-being Steering Group?

In general, we try and keep the participants to management, Hr and senior leadership. We understand that to bring a wellbeing programme to life it can be helpful to include staff who do not fall into those roles in our workshops. We are happy to discuss this with you, on the understanding that the workshops are aimed at management and senior leaders.



The 6 step programme

As part of the six steps in your programme what support do you give for the mental health policy?

We provide a Mental Health Policy Document which includes a sample policy template, and a Case Law review document to assist you in the creation of your own relevant documentation.

Do you have templates available for each action required as part of the 6 steps?

We have templates available for certain steps, and are currently developing the suite of resources to include more templates to make completing the 6 steps as easy as possible for your organisation.

Does See Change accept donations in relation to the free workshops we receive, or for having a presentation by a See Change Ambassador?

Yes, we are very grateful to receive donations as it provides additional funding to allow us to continue to offer funded services. For more information on making a donation, please contact workplace@seechange.ie

Are there additional fees that accompany general staff workshops?

Currently, the fee applies to management workshops after the 3 funded workshops have been delivered. We additionally provide stigma reduction workshops for general staff (approx. 1hr), and the stories of our Ambassadors as part of a presentation free of charge (currently funded by National Office of Suicide Prevention).

If training is provided by another organisation is this relevant to include in our action plan as part of the six steps?

Yes, absolutely; we do not demand that all training is run by See Change! If appropriate training is offered by another organisation and works towards the goal of stigma reduction and culture change, we are happy for you to include it as part of the 6-steps to achieve your certificate with us.

Does See Change provide Champion training?

We are developing additional workshops for organisations as part of our 6 step programme, one of these is a specific Champion workshop. We hope to have this ready for release in 2022. We highly recommend the Mental Health First Aid training with Mental Health First Aid Ireland as an appropriate training for Champions.

How many people need to become a Champion for our organisation to achieve the certification?

A minimum of 10% of staff is recommended. The ratio of Champions to staff needs to be considered, and allocations and accommodations made for them to have the correct support required for their role.

Our organisation takes part in the green ribbon campaign. Can we include this on our action plan?

Absolutely! This is a great example of relevant workplace activities to reduce stigma.



If we include items on the Action Plan and don't complete them will this prevent us from achieving the certificate?

We are happy to work through your Action Plan with you. If things change dramatically, and alternatives have not been put in place we may not be able to complete the certification. Generally speaking, we support change and understand that this is a living document and will most likely change over time as staff change, and as new opportunities arise. If you have any queries on the completion of your Action Plan, you can contact us at any stage during the 6 steps and we will endeavour to assist you to complete the programme and achieve your certificate.

Does See Change have a template survey for assessing general staff attitudes towards mental health and stigma?

Not currently. We are developing additional workshops for organisations as part of our 6 step programme, and these will be made available for all organisations in our programme as soon as they are available.

In order to achieve the certificate what reports are needed to be submitted to See Change?

We need to see the steps from your Action Plan have been completed. We also request that you capture data relating to the kind of change you have witnessed in your organisation. If you have run events, data on qty of attendees, or outcomes is helpful to include. If you have undertaken surveys, including some data from these can also be beneficial.

We appreciate the feedback you give us, and request that at the end of the 6-steps you would complete a survey of the experience to help us maintain a high quality of service.