



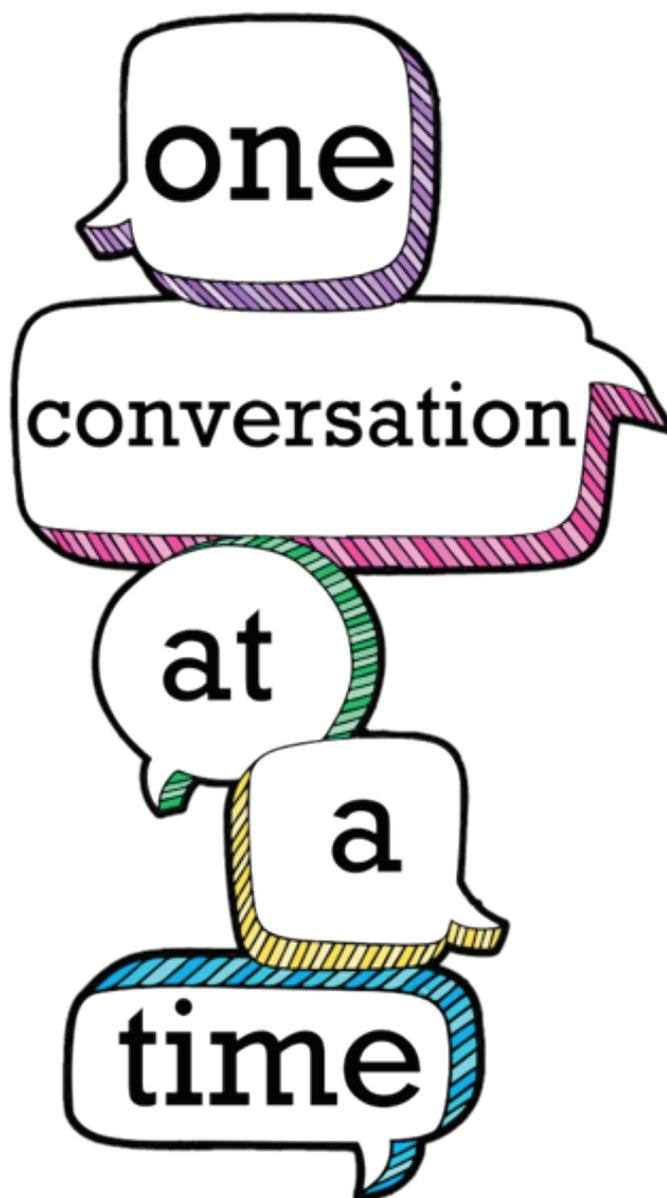
**The National Mental Health
Stigma Reduction Partnership**

Workplace Programme Action Plan

One Conversation At A Time



Connecting for Life



See Change Workplace Programme Action Plan

Prior to signing the See Change workplace pledge, organisations must create an action plan detailing how the organisation plans to achieve the six steps of the programme. This plan is a statement of the organisation's intent to work towards creating an open culture around mental health in the workplace and to reduce the stigma and discrimination associated with mental health problems.

Tips For Creating An Action Plan:

- Before creating an action plan, it might be useful to consult with various staff members and departments to review current policies and procedures around staff wellbeing and mental health.
- Think of all the different roles your organisation has, and the different groups you have contact with. How can you engage these individuals and groups to challenge mental health stigma?
- Look at your policies and culture to make sure your workplace is supportive of people with mental health problems.
- If you do not have a mental health policy, See Change can provide you with a template to help you to create one.
- Do line managers need more training to help them to support staff with mental health problems?
- Are employees aware of the supports that are available within the organisation and how to access them? e.g. Employee Assistance Programme.

Goal	Actions Required To Achieve This Goal	Lead Person	Timeframe	Progress/Challenges
<p>1. Receive See Change training workshops for line managers.</p>	<p>Ensure that senior managers are fully on board and committed to the programme and support line managers taking time to attend training.</p> <p>Contact See Change to check availability of training dates. Review the See Change briefing document in advance of workshops to ensure all criteria are met.</p> <p>Send out information to line managers on the content and six step programme in advance of workshop.</p> <p>Inform See Change of any internal supports available for staff so that they can direct participants to these during the workshop.</p> <p>Follow up with line managers after the training and agree how they will communicate what they gained from the training with their team or other employees.</p>			
<p>2. Policy overhaul and implementation</p>	<p>Conduct an anonymous survey for staff members and collate feedback in relation to existing policies in place and ask what supports they think should be available for staff. Find out if they are aware of current supports already in place within the organisation.</p> <p>Review current policies of the organisation.</p> <p>Decide who will be responsible for implementation of the mental health policy and how this will be communicated to staff.</p> <p>Discuss the implementation of the policy in staff focus groups.</p>			

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<p>3. Mental health awareness/wellness training for staff</p>	<p>Check out what type of training you want and look at various organisations that provide training that will cater for your employee's needs. e.g. Suicide or Survive, My Mind.</p> <p>Host wellness training for staff.</p> <p>Promote wellbeing in monthly newsletter to staff, have section on different topic each month/quarter.</p> <p>Participate in mental health activities throughout the year e.g. Green Ribbon month, Suicide Awareness Day, Mental Health Awareness Day.</p>			
<p>4. In-house mental health promotion</p>	<p>Conduct an anonymous survey for staff members and collate feedback in relation to existing policies in place and ask what supports they think should be available for staff. Find out if they are aware of current supports already in place within the organisation.</p> <p>Review current policies of the organisation.</p> <p>Decide who will be responsible for implementation of the mental health policy and how this will be communicated to staff.</p> <p>Discuss the implementation of the policy in staff focus groups.</p>			

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<p>5. Engage your stakeholders</p>	<p>Organise a stigma challenging activity in your workplace e.g. during Green Ribbon month in May.</p> <p>Think about ways you could raise awareness of mental health among staff, clients and suppliers.</p>			
<p>6. Become an official See Change by signing the workplace pledge.</p>	<p>After you have committed to completing the first 5 steps and submitted your action plan to See Change, you can become an official See Change workplace.</p> <p>A certificate will be issued to you which can be placed at your reception or somewhere suitable in your organisation.</p> <p>See Change will put your organisation name and logo on our website as an organisation that has taken the pledge.</p> <p>Make a presentation at one of the See Change support network meetings about what you have achieved in your organisation.</p>			

SEE CHANGE

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