



## CERTIFICATE IN WORKPLACE MENTAL HEALTH AND WELL-BEING

### DESCRIPTION OF CERTIFICATE

During these challenging times of major and constant change, pandemics, and other difficulties, the mental health and well-being of employees have been suffering across the globe. When people suffer from poor mental health and their well-being deteriorates, that greatly affects physical health, relationships with family and friends, work performance, and many other areas. For employers, to have a happy and productive workforce, it is incumbent that mental health and well-being are priorities in the workforce. For individuals, better mental health and a strong sense of well-being lead to a healthy and happy life.

The Certificate in Workplace Mental Health and Well-Being will give participants the ability to focus on their own mental health and ensure it is as strong as it can be in order for the participant to be in a state of positive well-being. It will

examine the signs and symptoms of deteriorating mental health, the mental health continuum, and how to strengthen and make more resilient mental health. As well, this Certificate will give help participants with maintaining a high level of well-being in the workplace, including knowledge about the factors of psychological health and safety in the workplace, the tools to support colleagues whose mental health and well-being are suffering, and the ability and skills to reduce stress by putting together a plan to effectively manage time and productivity and the workplace (and at home). Upon completion of the three courses within the Certificate in Workplace Mental Health and Well-Being, each participant will possess the ability to ensure that their own psychological health, as well as that of their colleagues and family, is strong and resilient.

## WHY TAKE THIS CERTIFICATE?

Poor mental health and well-being lead to a myriad of challenges, including but not limited to poor physical health, strained relationships with family, friends, and colleagues, possible substance misuse, and a lack of focus and productivity in school or the workplace. On a personal level, it can ultimately be debilitating. At a professional level, it can lead to significant issues within the workplace.

The Certificate in Workplace Mental Health and Well-Being can help a participant and their employer avoid the pitfalls of deteriorating well-being that is epidemic across the western world during these difficult times. By taking this Certificate, participants can learn the tools and skills for maintaining solid mental health, which positively affects them at home and within in workplace, leading to a greater sense of well-being. Not only that, but participants also can support co-workers who may be struggling with poor mental health, which is an important step in avoiding the deterioration of relationships and productivity that can be a by-product of struggling mental health in the workplace. Ultimately, a strong sense of well-being is incredibly positive for participants and their workplaces, which leads to good health, happiness, and production.

## COURSE STRUCTURE

---

The delivery method for the courses within the certificate will include short lectures, participant interaction, small and large group work, individual and group presentations, and reflection. The courses will take place entirely online. Below is a description of the three courses within the certificate:

### MENTAL HEALTH AWARENESS (6 HOURS)

---

Mental Health Awareness will discuss the importance of mental health and the signs and symptoms of struggling with mental health within the workplace. Tools and strategies for strengthening mental health and achieving more resilience will be given, as well as managing and preventing burnout.

Other topics discussed are the mental health continuum, the thirteen factors of psychological health and safety in the workplace, and finally, how to support colleagues who may be struggling.

### MANAGING STRESS, TIME AND PRODUCTIVITY (6 HOURS)

---

Overflowing inboxes, busy phone lines, long to-do lists, busy calendars to manage, and other factors lead to people feeling overwhelmed and not sure what to tackle first, which in turn leads to stress.

This course will show you how to put together a plan with goals and execute it throughout the week. You will also learn tools and techniques to manage stress and be able to perform at your best even in a chaotic work environment, which will help reduce your stress.

### MAINTAINING MENTAL HEALTH (6 HOURS)

---

Maintaining Mental Health will give you the skills to support keeping your mental health consistently strong in the workplace. Areas such as emotional intelligence competencies will be discussed, as well as ways to promote well-being in the workplace by establishing a culture of civility, inclusion, and respect.