

Wellbeing Champion Development Programme

Core training is shaded in blue and must be completed by all Wellbeing Champions. Other provisions listed are relevant for ongoing CPD and provide a variety of options which can assist Wellbeing Champions to broaden their base of knowledge and skills and in areas of particular interest, and in some areas where Wellbeing Champions have said they would like more training. If you have completed some of these other options in the past, they will still provide a valuable opportunity to refresh your knowledge, discuss practice with others and to share your experience.

Title	Description	Duration	How to access
Orientation Session 1: Role introduction	<p>This session is designed to provide a background to the Wellbeing Champion role, its development through the University Mental Health Strategy and Mental Health Taskforce, its responsibilities, and an overview of the support available for Champions.</p> <p>The session includes both instructor-led presentations and discussions regarding the role's responsibilities, limitations and the opportunities that exist for the role to develop a strong sense of wellbeing within their respective communities.</p>	2 hours	By invitation only
Orientation Session 2: Wellbeing services	<p>This session gives Wellbeing Champions the opportunity to learn more about the wellbeing-related services offered by the University. Representatives from these services give a five-minute overview of their service, providing the key information about the services and their primary means of contact. Participants have the opportunity to ask questions of the representatives about their services.</p>	1.5 hours	By Invitation only
Operational Training Session 1: Boundaries, confidentiality, safeguarding and record-keeping	<p>Operational training Parts 1 & 2 are designed to support the Wellbeing Champions in developing and delivering the role. The first instructor-led session provides detail about the operational boundaries of the Wellbeing Champion role. Included in this session is information and discussion on the obligations and responsibilities Wellbeing Champions have around confidentiality and safeguarding. The session will also cover recording-keeping and reporting, using the 'meetings protocol', and the appropriate response to different issues/situations and a section on active listening. The instructor-led</p>	TBC	By Invitation only

	course will include case studies to examine and discussion around various scenarios.		
Operational Training Session 2: Engagement and communication	The second instructor-led session provides information and discussion on how to engage colleagues with wellbeing services and information campaigns, how to effectively communicate and promote wellbeing, how to develop local initiatives, how to develop the role within their Unit. Participants have the opportunity to learn and share different methods of communicating with colleagues up, down and across the team. Participants will discuss different ways of embedding the role within the Unit and how to generate and obtain investment in local wellbeing initiatives.	TBC	By Invitation only
Mental Health Awareness Programme (MHAP)	<i>Forthcoming resource being developed by Student Services. This programme will curate a role-based curriculum of mental health awareness and education resources.</i>	TBC	TBC
University Suicide Prevention and Awareness Training	The resource supports trainees in how to 'See' warning signs of concern, to feel more confident in knowing what to 'Say' to someone who may be experiencing thoughts of suicide, and to 'Signpost' to appropriate help.	N/A	Access Suicide Prevention and Awareness training here
University Gender-based Violence Training	This resource has been developed in compliment to the University's Gender-based violence (including sexual misconduct) policy. This training aims to develop participants' understanding of the nature, extent, and impact of Gender-based violence.	N/A	Access Gender-based Violence Training here
Essential New Staff e-learning	These resources are the online mandatory training that all University employees are required to complete when initially joining the University. These courses cover important aspects of compliance with external regulations or law or are important parts of the University's governance processes and policies.	N/A	Access Essential New Staff e-learning here
Annual CPD Event			

Name	Description	Why do this training?	Duration	How to access
Programmes				
Passport to Health and Wellbeing Excellence	OSDS and the University's Health & Wellbeing Group have worked together to develop a holistic programme to support staff wellbeing. There are 4 themes: Mental, Physical, Nutritional and Workplace wellbeing. Participants need to attend 4 core courses, plus a minimum of two optional courses for each theme.	<p>This programme will help you to broaden your experience and knowledge around different dimensions of wellbeing. It will:</p> <ul style="list-style-type: none"> • provide participants with a variety of options that they can select from depending on own interests. • disseminate key information to help participants keep healthy. • encourage participants to take a holistic approach to a healthy lifestyle. • raise awareness of the importance of physical & mental wellbeing. • recognise the importance the University places on staff wellbeing. • provide tools to allow staff to monitor own health 		You can request a place to join the Passport Programme via PDMS: Request place
Dignity and Inclusion Portfolio	The Dignity and Inclusion Portfolio (DIP) is a programme of training and resources which addresses issues related to equality, diversity, inclusion, and	This programme will help you to develop your knowledge and appreciation of a range of issues around diversity and inclusion.		You can request a place to join the Portfolio Programme

	<p>wellbeing in the workplace. It is designed to help you understand how people should be treated at work, their rights to dignity, how best to create an inclusive workplace, what you can and should do when things go wrong. The courses are designed to be useful to all staff, with some being especially useful for those with responsibility for others.</p>	<p>More specifically, it is designed to help you understand:</p> <ul style="list-style-type: none"> • how people should be treated at work, their rights to dignity, how best to create an inclusive workplace • what you can and should do when things go wrong e.g. when poor behaviour develops into bullying or harassment. <p>The individual elements can be taken in stand-alone form or as part of this 'portfolio', which secures a certificate of recognition once all required courses are completed.</p>		<p>via PDMS: Request place</p>
<p>Workshops/courses</p>				
<p>Coaching: An Introduction</p>	<p>This workshop will introduce you to coaching and explore how you can use coaching skills and techniques in your work. You will have the opportunity to work through a coaching model practically. By coaching others and by being coached by them, under the guidance of an experienced coach.</p>	<p>By the end of this workshop, you will have:</p> <ul style="list-style-type: none"> • Learned more about coaching, and how you can use it in your work. • Practised using the GROW coaching model, and effective coaching questions. 	<p>2.5 hours</p>	<p>Link to find the next available course: Search PDMS</p>

		<ul style="list-style-type: none"> • Experienced the benefits of being coached using the GROW coaching model. • Received supportive feedback on your application of the model, and your coaching skills. 		
Creating Positive Outcomes – from difficult Conversations	<p>This workshop will give practical insight into succeeding with difficult conversations. It draws on practical concepts from the areas of conflict management, mediation and influencing. The workshop focuses on the characteristics of conflict in the workplace, personality differences and handling difficult conversations and how to apply different models of influence.</p>	<ul style="list-style-type: none"> • Understand the challenges and contributions achievable from workplace conflict • Appreciate individual differences and how to handle them during difficult conversations • Be aware of own style when it comes to dealing with conflict • Know how to plan for and approach difficult conversations to achieve a successful outcome 	3 hours (2 x 1.5 hours sessions)	<p>Link to find the next available course: Search PDMS</p>
Dealing with difficult behaviour	<p>The course is designed for those who meet with challenging behaviour in the workplace and beyond. This course is split into two workshops.</p> <p>In the first workshop, participants will engage in personal work and dialogue to explore the different types of behaviour in self and others. Case studies will be discussed to look at where behaviours</p>	<ul style="list-style-type: none"> • To understand different types of behaviour: Passive, Aggressive, Manipulative and Assertive • To learn how to manage the difficult behaviours • To increase self-awareness • Understand negative characteristics and their routes 	<p><u>Part 1:</u> 3 hours <u>Part 2:</u> 2 hours</p>	<p>Link to find the next available course: Search PDMS</p>

	<p>originate and how each individual works with them. This course is set to increase your self-awareness, assertiveness, and confidence in dealing with difficult behaviour.</p> <p>In the second workshop, participants will develop an understanding of different behaviours, increase your self-awareness, challenge your present way of working and motivate change. The workshop is an open dialogue format in a confidential group setting where narrative is encouraged so you can learn from each other.</p>	<ul style="list-style-type: none"> • Increase confidence and assertiveness • To recognise different behaviours and aim to practice how to deal with them • Take away coping strategies to make positive change • Understand the challenges and contributions achievable from workplace conflict • Appreciate individual differences and how to handle them during difficult conversations • Be aware of own style when it comes to dealing with conflict • Know how to plan for and approach difficult conversations to achieve a successful outcome 		
<p>Effective Communication</p>	<p>This course has been designed to give participants the opportunity to find out about some of the theory which underpins Effective Communication, and also includes practical exercises and discussions which will enable the theory to be put into practice, through in-person to digital communication.</p>	<ul style="list-style-type: none"> • Learn about relevant theories relating to communication including both the individual and organisational level. • Understand the methods of communication that are available and know how to 	<p>2.75 hours</p>	<p>Link to find the next available course: Search PDMS</p>

		<p>decide which medium is appropriate.</p> <ul style="list-style-type: none"> • Participate in case studies and tasks which highlight some real-life examples. • Consider the use of technology in communication: email; social networking; podcasts; websites; forums. 		
Mediation and Conflict Resolution Skills for Managers	<p>This course is for any manager who wants to understand and build their confidence in how they can use their skills to resolve conflict at an early stage. These skills can prevent conflicts escalating. The course will also explain the Mediation Service, when it is appropriate to use the trained Mediators, and how to engage with the service. There will be a mixture of input, discussion, and participation in case studies.</p>	<ul style="list-style-type: none"> • Understand why conflicts arise • Appreciate the skills have which you can use to help resolve conflicts • Raise awareness of the Mediation Service and how that can help • Offer the opportunity to understand own conflict resolution preferences by undertaking Kraybill Conflict Inventory 	2 hours	<p>Link to find the next available course:</p> <p>Search PDMS</p>
Mentally Healthy Workplaces e-learning	<p>This e-learning course has been developed by the Scottish Centre for Healthy Working Lives. This resource provide support to help you develop and increase your awareness of mental health and how it can affect people in the workplace. It will develop your awareness of mental health, mental health problems, the</p>	<p>By the end of this course participants will:</p> <ul style="list-style-type: none"> • Have a broad understanding of mental health and an increased awareness of mental health issues in the workplace 	N/A	<p>Link to training:</p> <p>Access Mentally Health Workplaces training</p>

	<p>impact of attitudes and workplace culture on mental health, stress management and an understanding of how to promote your own and others mental health at work.</p> <p>Completion of this e-learning course is a mandatory prerequisite to attending the Mentally Health Workplaces Instructor-led Workshop.</p>	<ul style="list-style-type: none"> • Be able to identify key factors that contributes to a mentally healthy workplace • To improve managers confidence in broaching mental health in the workplace • To ensure that managers are aware of their legislative responsibilities in relation to health and wellbeing 		
<p>Mentally Healthy Workplaces – Training for Managers</p>	<p>This course has been designed by the NHS and aims to develop and share good practice in promoting positive mental health and wellbeing, thereby contributing to a more open workplace culture. This course uses a blended learning approach which includes an e-learning module and participatory session. The e-learning component will take approximately two hours and must be completed prior to the course.</p>	<p>By the end of this course participants will:</p> <ul style="list-style-type: none"> • Have a broad understanding of mental health and an increased awareness of mental health issues in the workplace • Be able to identify key factors that contributes to a mentally healthy workplace • To improve managers confidence in broaching mental health in the workplace • To ensure that managers are aware of their legislative responsibilities in relation to health and wellbeing 	<p>3 hours</p>	<p>Link to find the next available course: Search PDMS</p>

Mindfulness	In this introductory workshop, you will have the opportunity to learn what mindfulness is by trying some experiential practices and short guided meditations. We will give an overview of mindfulness and the scientific evidence for how it works and there will be opportunities for questions and discussion.	<ul style="list-style-type: none"> • Participate in a guided mindfulness exercise • Understand the benefits of mindfulness • Develop skills to practice mindfulness on my own 	3 hours	Link to find the next available course: Search PDMS
Steps for Stress	This course is intended to provide an overview and has been designed by Health Promotion Fife. It will introduce the topic of mental wellbeing in the workplace. Tools and techniques which can help individuals cope will be explained and discussed.	<p>To raise awareness of:</p> <ul style="list-style-type: none"> • definitions of mental health and stress • identifying the signs and symptoms • raising awareness of coping methods • national and local support 	1.5 hours	Link to find the next available course: Search PDMS
Understanding interpersonal needs using FIRO-B	<p>This course will give you an insight into how to use the FIRO-B profile tool to help transform your work relationships by increasing your self-awareness. The FIRO-B profile tool can help you to achieve better performance at work and working effectively with others who may behave very differently to you.</p> <p>The FIRO-B (Fundamental Interpersonal Relations Orientation – Behaviour) profile tool is deployed to help understand your interpersonal needs and to identify the drivers underlying your behaviours that shape your relationships.</p>	<ul style="list-style-type: none"> • Receive your own report and explain what FIRO-B is about and what it reveals • Explore each area of inclusion, control and affection in turn and use interactive exercises to dive deeper • Identify learning points and next steps to take away 	3.25 hours	Link to find the next available course: Search PDMS

Skills Network Wellbeing-related qualifications	<p>The Skills Network are offering University employees places on distance learning qualifications which are fully funded by the government's Adult Education budget.</p> <p>These courses are available at no cost to the employee or University. These courses are taken on a voluntary basis, and you can study in your own time. Support is provided by a subject specialist tutor and a learning support advisor who will assist you with your learning and assessment questions.</p>	N/A	N/A	Link to Skills Network Platform: Skills Network Platform
Future Learn online courses	<p>FutureLearn is an online education provider that offers online courses from many UK and international universities, institutes, and other organisations. Many of the courses are free but courses are only available for a limited time.</p> <p>FutureLearn courses consist of pre-recorded video lectures and readings that you can work through on a weekly schedule or when it's convenient for you. Some courses have online practice quizzes, homework, or assignments. Official tests or exams are only available for students who pay for certification.</p>	N/A	N/A	Link to FutureLearn platform: Future Learn Platform