

# SUMMER TIME OUT



A Festival of Mental Health  
and Wellbeing at work

August 2020

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## WELCOME

Forum Central partners, Volition and Leeds Older People's Forum welcome you to 'Summer Time Out', a month-long festival of learning devoted to:

- Improving your workplace well-being
- Creating a healthy, happy and inclusive workplace
- Supporting your colleagues and your team

This August we're bringing together expert-led sessions and opportunities for peer learning from organisations across the city. Sessions range from 'Why be a Mindful Employer' to dealing with grief during Covid. There's lots for you to choose from and we're looking forward to welcoming you to 'Summer Time Out'.

Designed with and for our membership, third sector organisations working in health and care, 'Summer Time Out' is for you. It has been developed after listening to what you want and to assist you in meeting current and developing challenges due to the Covid-19 pandemic.

Most of all it, is to help you be the best you can be in supporting your individual and organisational wellbeing.

Come along, take part and be stimulated, refreshed and develop skills. We look forward to seeing you.

Accompanying the calendar of events is a directory of current resources across the city, for you to continue your learning and development after the festival.

Below is further information about the festival programme.

To book places and for more information on each event, please visit Eventbrite:

<https://www.eventbrite.co.uk/o/summer-time-out-30682313210>

Spaces are limited. Please only book if you are certain that you can attend. More sessions may be added throughout the month, so please check Eventbrite for the most up to date listings

## KEY THEMES

Sessions are categorised within the following key themes.

- **Wellbeing for Employees**

Focusing on your needs within the organisation. Learn about tools and techniques to support the ongoing development of your skills and own wellness at work.

- **Organisational Wellbeing**

Spanning the workforce; we want a wide audience for discussions, learning and techniques to support individual and team wellbeing in the workplace.

- **Trustee, Managerial and Senior Leader Support**

Focusing on how those with managerial responsibilities can support their workforce. Toolkits, learning and discussion to increase wellbeing at work. To help you to support, engage and empower your people during this challenging time.

# PROGRAMME



Tuesday 4th August 10.00am - 11.00am

## Frontline workers peer session

Time to Shine, Jessica Duffy

### **Style: Interactive peer-led session**

An interactive session for frontline staff to share and reflect on working during the Covid-19 pandemic. A safe, confidential space for you to bring key issues and share good practice.

Tuesday 4th August 2.00pm - 3.00pm

## Why be a Mindful Employer?

Leeds Mindful Employer Network

### **Style: Interactive session**

An interactive session with Laura McCullagh, Leeds Mindful Employer Coordinator, which will cover an introduction to the network and charter, why mental health at work matters and tools and resources to support you develop good practise

Tuesday 4th August 10am - 11am

## Neighbourhood Networks: Creating a healthy workplace for staff and volunteers

Monica Walker, NET Garforth and Cross Gates Good Neighbours

### **Style: Peer-led discussion**

NET Garforth and CGGN share with you what they have put in place for staff and volunteers to promote workplace wellbeing, espicallyu during Covid-19 and going forward. There will be plenty of opportunity for discussion and sharingx

Wednesday 5th August 9.00am - 10.00am

## Returning to the workplace: keeping a focus on staff wellbeing

Leeds Mindful Employer Network

### **Style: Interactive training and discussion**

An interactive session introducing the Leeds Mind and Leeds Mindful Employer's 'Learning from Lockdown' checklist, examples of good practise from local employers and an overview of tools and resources to help

Wednesday 5th August 10.00am - 11.00am

## How should we do that? - a peer led session on the practicalities of running things in the future to help you calm yourself

Jessica Duffy, Time To Shine

### **Style: Peer-led discussion**

What is worrying you most about looking after your staff (and volunteers) as things start up again? Take the chance to talk through them with peers, get a sense check from colleagues and come up with practical solutions for your organisation - from grief to childcare - how can you help?

Thurs 6th Aug 10.00am - 11.30am

## One Step Ahead

Carers Leeds

### **Style: Specialist information and discussion**

Be one step ahead. Recent studies suggest almost 15% of all employees balance paid work with unpaid care for a friend or relative. Join this interactive workshop to learn about how Leeds employers are supporting their staff and find out about lessons learned during the Covid-19 crisis.

Thur 6th Aug 1.00pm - 2.00pm

### **Mental Health and Wellbeing**

Time to Shine and Leeds City Council Public Health

#### **Style: Webinar**

This webinar has been developed for frontline workers supporting people during this Covid-19 pandemic, including volunteers and befrienders. It provides an introduction to mental health resources including the Five Ways to Wellbeing and signposting.

(To book a space on this session only please email: [phforall@leeds.gov.uk](mailto:phforall@leeds.gov.uk))

Thur 6th Aug 2.00pm - 3.00pm

### **MindWell at Work**

MindWell Leeds

#### **Style: Webinar**

Join us for a Webinar looking at the Mindwell at Work Guide and exploring the professionals section of the MindWell website to find out how it can support positive mental health at work.

Tuesday 11th August 1.00pm - 12.30pm

### **Let's Talk – having conversations about mental health and wellbeing**

Your Space, Touchstone

#### **Style: Training and discussion**

This session will explore how we can have better conversations about our mental health and wellbeing. We'll discuss the importance of talking about mental health and wellbeing, challenging stigma and common misconceptions, as well as sharing some of the skills we can all use to help us have meaningful conversations about difficult topics.

Wednesday 12th August 11.00am - 12.00pm

### **Stress Management Workshop: a practical guide to managing your own stress**

Phoenix Health and Wellbeing

#### **Style: Training**

Join this workshop for a practical guide to understanding the physical effects of stress and try techniques that aim to enable you to manage and control your own stress response.

Thursday 13th August 10.00am - 11.30am

### **Introduction to Coaching**

Ali Kaye

#### **Style: Interactive peer-led session**

Delivered by Ali Kaye, an experienced and qualified Coach, this session is for you if you are curious about coaching and have never tried it before. Come and learn simple coaching techniques to use at work and for yourself.

Tuesday 18th August 2.00pm - 3.00pm

### **Frontline workers in Older People's organisations - peer session**

Leeds Older People's Forum, Ali Kaye

#### **Style: Interactive peer-led session**

An interactive session for frontline staff to share and reflect on working during the Covid-19 pandemic with older people. A safe, confidential space for you to bring key issues and share good practice.

Wednesday 19th August 10.00am - 11.30am

### **Create your own Coaching Action Plan**

Ali Kaye

#### **Style: Interactive peer-led session**

Delivered by Ali Kaye, an experienced and qualified Coach, this session is for you if you want to start tuning

into your positive inner voice. Create a simple action plan to develop your best new habit of listening to your loving and compassionate self.

**Wednesday 19th Aug 1.00pm - 2.30pm**

**Supporting Bereavement at Work**

Leeds Bereavement Forum

***Style: Interactive and peer learning***

Delivered by Clare Price, an experienced Counsellor and Psychotherapist who has worked in End of Life Care and Older People's Mental Health, this session focuses on bereavement and grief during Covid19, the challenges of supporting people over the phone when the familiar rituals of death are no longer there.

**Thursday 20th August 9.00am - 10.30am**

**Coaching for Managers**

Ali Kaye

***Style: Interactive peer-led session***

Delivered by Ali Kaye, an experienced and qualified Coach, this session is for Managers who want to develop a coaching style in managing their team. Highly interactive session with a chance for you to practice in a safe and confidential space.

**Tuesday 25th Aug 10.30am - 12.00pm**

**Mindfulness for third sector workers**

Leeds Mindfulness Co-op

***Style: Experiential learning***

This short introduction to mindfulness will give you a flavour of mindfulness practice to support your wellbeing and resilience. We will also look at some of the ways in which the mind works when we experience stress and we will introduce tools to help build new ways of responding. No experience needed.

**26 August 11.00am - 12.00pm**

**Continuing to engage with volunteers - risks to them & risks from them**

Jessica Duffy, Time To Shine

***Style: Peer to peer discussion***

Your volunteers are part of your workforce in normal times.

How are you going to make it work now? What risks can you ask them to take? Are you at risk of disempowering them as you protect them? How will you train and integrate COVID-19 recruits as team members you can trust?

**Wednesday 26th Aug 1.00pm - 2.30pm**

**Self Care in dealing with bereavement and grief**

Leeds Bereavement Forum

***Style: Interactive and peer learning***

Delivered by Clare Price, an experienced Counsellor and Psychotherapist who has worked in End of Life Care and Older People's Mental Health, this session focuses on self care when dealing with service user's and personal grief at work. The session will provide an overview of self care techniques and peer to peer group work.

**Tuesday 1st Sept 10.30am - 12.00pm**

**Mindfulness for Managers in the Third Sector**

Leeds Mindfulness Co-op

***Style: Experiential learning***

This session aimed at managers wanting to explore implementation of mindfulness practices for the workforce, will include experiential mindfulness practice. We will explore how we can draw on mindfulness training as a support to resilience and wellbeing in the workplace.

# PRE-RECORDED, OPEN-ACCESS TRAINING



## National Mind

Have a number of resources for self and employers on their website via the [‘Mind at Work’](#) section and have two webinars aimed at Managers, which are free and open access:

[Wellness Action Plan for Home Workers](#)

[Webinar](#)

[30 min duration](#)

[Supporting Remote Workers through the Coronavirus](#)

[Webinar](#)

[23 min duration](#)

## Future Learn - Psychological First Aid Training

A free, online learning course in PFA training, to help people with different needs to cope with the emotional impact of COVID-19.

One hour of Training over 3 weeks is advised to complete the course.

<https://www.futurelearn.com/courses/psychological-first-aid-covid-19>

# SUMMER TIME OUT: USEFUL LINKS AND SIGNPOSTING



Below is listed some existing relevant resources, training and advice available to support members with workforce mental health and wellbeing, both for employees and employers.

## MindWell Leeds

MindWell is the mental health website for people in Leeds. Funded by the NHS Leeds Clinical Commissioning Group, it brings together information from the NHS, Leeds City Council and the third sector into one single ‘go to’ place.

MindWell provides quick and easy access to up-to-date information for all adults in Leeds, including GPs, employers and other professionals.

There is a dedicated ‘at Work’ section which is full of useful tools and resources to support employers and employees. Plus a Coronavirus Hub which includes a comprehensive, up to date information about Mental Health Service provision in Leeds, self-care resources, online support and practical help

[Mindwell at Work](#) [Mindwell Coronavirus Hub](#)

## Bereavement Support

### Leeds Bereavement Forum:

Provide a signposting to the most appropriate service either locally or nationally and provide training, information, events and conferences to people who work in the area of bereavement to support their professional development.

Working in partnership with organisations across the city to improve the provision of bereavement services.

[Leeds Bereavement Forum](#)

## **West Yorkshire and Harrogate Health and Care Partnership Grief and Loss Support Service**

Now available for all, from 8am to 8pm, 7 days a week via phone or online consultation [WYH Grief and Loss Support Service](#)

### **Carers Leeds, Support for Employers**

Carers Leeds work across the city to ensure that working carers issues are highlighted in businesses, the third sector and statutory organisations. Offering free training, employer support and raising awareness of working carers. [Carers Leeds](#)

### **Frazzled Cafes (Group Support)**

Currently running online, these virtual cafes, founded by Ruby Wax, are open to all and provide a 'talk-in' place where people who feel frazzled can meet (currently online) to talk and share in a safe, anonymous and non-judgemental environment - a place where its ok, to not be ok. Sessions are peer to peer with trained facilitators, to help with the overwhelming stresses of modern life. [Frazzled Cafes](#)

### **Inspire North - Community Links**

Although face to face training has been suspended, the Community Links training team are busy working towards providing online content in the near future and details can be found on their website. Training usually includes: Self, Harm, Suicide Awareness and Intervention Training and Mental Health awareness and 1st Aid Training amongst others. [Community Links - Training Courses](#)

### **Leeds Health and Care Academy**

A groundbreaking collaboration of Leeds Health, Care and University partners to create a single, joined up approach for innovative learning and development for all staff in health and care in the city. Many face to face sessions are currently on hold, though there are plans to facilitate some sessions online. [Leeds Health and Care Academy](#)

### **Leeds Mind**

A wealth of information is available for employees and employers via the Leeds Mind service including training, peer support, team building practical advice on supporting employee wellbeing and the Mindful Employer Network. [Leeds Mind Help For Employers](#)

### **Leeds Mindful Employer Network**

Because it pays to be positive about mental health. Developed, led and supported by employers, Mindful Employer provides businesses and organisations with easier access to information and support for staff who experience stress, anxiety, depression or other mental health difficulties. [Mindful Employer Leeds](#)

### **Mental Health 1st Aid Training**

Mental Health 1st Aid Training is now available online via the Mental Health Foundation online. [Mental Health First Aid England](#)

## NHS National Care-Coronavirus Staff Resilience Hub

Helping frontline staff to manage your mental health and wellbeing. MindEd have selected the best advice and tips from a large panel of international experts. For all frontline staff, resources created with NHS Health Education England in partnership with NHS England-Improvement, supported by Skills for Care: <https://covid.minded.org.uk/>

## Public Health Resource Centre & Training

The Leeds City Council Public Health Resource Centre (PHRC) offers support to anyone with a responsibility for or professional interest in public health or promoting health and wellbeing in Leeds, including students and volunteers. Including leaflets, posters, loanable resources and links to Leeds Public Health Training, such as 'Want to Know More About' and 'Making Every Contact Count' Training, which are currently delivered via online platforms. <https://www.leeds.gov.uk/phrc> & <https://www.leeds.gov.uk/phrc/public-health-training>

## Recovery College

Although classes this academic year have been cancelled (to end July 2020) there are options for online training available. All courses are free to access upon registration  
[Leeds Recovery College](#)

## Voluntary Action Leeds

Are currently offering a large selection of online e-learning training and interactive Zoom workshops, including sessions relevant to workforce wellbeing and mental health such as: Mental Health Awareness, Suicide Prevention and Dealing Positively with Stress:  
[Voluntary Action Leeds- Current and Upcoming Events](#)

## Volunteer Support Line (Leeds COVID-19)

Delivered by a group of volunteers with experience of counselling/listening support roles and managed by Leeds Survivor Led Crisis Service. Open to all volunteers currently involved in response to the COVID-19 pandemic in Leeds.

Offers a listening/ debrief service, guided by volunteers to talk about anything related to their volunteering experiences and feelings at this time.  
[Open 9am-6pm, 7 days per week on 0113 483 0888.](#)

## About us

Forum Central is a network of health and social care third sector organisations in Leeds delivered by the partnership of:

Leeds Older People's Forum and Volition (the Mental Health, Physical and Sensory Impairment and Learning Disabilities Forum)

**Our mission is to be a collective voice for the health and care third sector**

Find out more about our work by visiting our website:  
<https://forumcentral.org.uk/about-us/>