

time to change

let's end mental health discrimination

ACTIVITY PACK FOR WORKPLACES



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MENTAL HEALTH AWARENESS WEEK 2019 WILL TAKE PLACE FROM MONDAY 13 MAY TO SUNDAY 19 MAY

WHAT IS MENTAL HEALTH AWARENESS WEEK?

Mental Health Awareness Week is the UK's national week to raise awareness of mental health and mental health problems and inspire action to promote the message of good mental health for all.

This year's Mental Health Awareness Week also coincides with **Learning at Work Week**, an annual event organised by the Campaign for Learning, which aims to shine a spotlight on the importance and benefits of learning and development at work.

This makes the week beginning the 13th of May, the perfect opportunity to set out the importance of mental health to your organisation with your staff and to underpin this commitment with a range of activities to support learning on the subject.



WHAT TIME TO CHANGE ACTIVITIES CAN YOU DELIVER?

Since Time to Change launched the Employers Pledge, a commitment to raising awareness of mental health and equipping managers to have conversations about mental health through training and education have been fundamental pillars to creating cultural change and addressing mental health stigma in the workplace.

This Mental Health Awareness Week, we encourage you all to consider how you can create learning opportunities for all your staff and raise their overall level of understanding of mental health.

This pack is full of activities that you can look to deliver, alongside resources to support the promotion of your commitment to addressing mental health stigma and the events your employees can get involved in!

Together we can change how we all think and act about mental health.

ACTIVITY IDEAS

There are lots of ways you can get your organisation involved in Mental Health Awareness Week. These can range from large, company-wide events to smaller activities perfect for including at the beginning or end of a team meeting.

We've compiled some of our favourite activity ideas within this pack to use as inspiration. Or get creative and design your own - we'd love to hear what you get up to!

USING THIS ACTIVITY PACK

We have created and compiled a variety of activities with guidance that you can deliver all over Mental Health Awareness Week.

The best thing is that whether it's face to face activities you are looking for or an activity that can be done online or may be a bit of both - there is an activity to suit your need. See opposite for a list of the contents of this Activity Pack.

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ACTIVITY PLANNER



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

time to change

let's end mental health discrimination

LIST OF ACTIVITIES



ACTIVITY #1

HOW ARE MENTAL AND PHYSICAL HEALTH TREATED DIFFERENTLY?

TYPE: GROUP ACTIVITY

DURATION: 10 MINUTES

KEY MESSAGE

We all have a body and we all have a brain, so we all have physical health and mental health. Some people think of their mental health as 'emotional health' or 'wellbeing'.

LEARNING OUTCOME

To highlight how differently we feel talking about physical and mental health and the polarised experience of accessing respective support services.

GUIDANCE NOTES

The purpose of this session is to highlight how people see the difference in their experience between physical and mental health and to provide an opportunity for you to include information about your Employee Assistance programme including exactly what it offers, how to access it and its confidentiality (i.e. HR only receive volume numbers and do not receive any identifying information).

ACTIVITY DIRECTIONS

Invite individuals to participate in an experimental exercise.

Ask the following questions sequentially.

Raise your hand if:

- You went to a dentist's appointment in the last year.
- You went to a doctor's appointment in the past year.
- You took any medication over the past year.
- You were absence from work due to physical ill-health.

Q. How did it feel to answer these questions in this group setting?

Now raise your hand (no need to raise your hand) if:

- You saw a mental health professional over the past year.
- You took any psychiatric medications over the past year.
- You were absent from work due to mental ill-health.

Q. How does it feel to answer these questions?

Discussion questions:

- How are these questions different from the previous ones? What makes them different?
- Why are some things harder to talk about than others?
- What does parity of esteem for mental health mean?

ACTIVITY #2

HOW TO CHECK IN WITH A COLLEAGUE

TYPE: INDIVIDUAL ACTIVITY

DURATION: 10 TO 15 MINUTES

KEY MESSAGE

A person is likely to say I am fine on average 14 times a day in response to how are you? It's become a "pleasantry" however underneath that are people actually ok. Asking twice explores how we can break that "pleasantry" barrier to show real care, concern and value towards another.

LEARNING OUTCOME

To take on board the impact on oneself and another when asking twice.

ACTIVITY DIRECTIONS

Begin the session by watching Time to Change's two Ask Twice films.

Film One: <https://youtu.be/nOkH2jGK4p0>

Film Two: <https://youtu.be/LhX12JZVY78>

Next, consult our guide on asking twice by visiting the **Time to Change Website**.

Some questions to aid self-reflection:

- How many times on average do you think you say you are fine?
- How many times did you actually mean it?
- Why do we find it so difficult to be honest about what we are feeling in that moment?
- What do you imagine would happen if you answered honestly?
- How would you feel if someone you asked - answered honestly how they were feeling?

ACTIVITY #3

MENTAL HEALTH PUB QUIZ

TYPE: GROUP ACTIVITY

DURATION: 15 TO 20 MINUTES

KEY MESSAGE

How common mental health problems are and its true picture.

LEARNING OUTCOME

For people to learn how common mental health problems are and its true picture as well as debunking some myths they might hold.

ACTIVITY DIRECTIONS

This is a great activity to include at the beginning or end of a larger team, department or all staff meeting. It's a quick and effective means by which to have your staff consider what they know about mental health and mental health issues and an opportunity to expand their basic level of mental health awareness.

You can print off the quiz questions and answers from the **Time to Change website**. The correct answer to each question is shown in bold from the multiple choice answers, alongside further detail regarding the answer for the quiz master to share.

ACTIVITY
#4

MENTAL HEALTH MYTH BUSTER QUIZ

TYPE: GROUP ACTIVITY

DURATION: 10 TO 15 MINUTES

KEY MESSAGE

We all have mental health and mental health problems are common among the population.

LEARNING OUTCOME

To understand the incidence of common mental health problems and gain an understanding of the impact mental health problems can have on a person.

ACTIVITY DIRECTIONS

This is a great activity to incorporate at the beginning or end of a team meeting as a quick and effective way of challenging the preconceptions we hold about mental health and providing a simple opportunity to expand a team's basic level of mental health awareness.

You can print off the Myth Buster flashcards from the **Time to Change website** to use as a prop. The flashcards feature the myth/fact on one side of the card and an explanation on the reverse for the quiz master/team manager. Alternatively, you can print off the last page only, which features all the questions alongside their appropriate explanations.

Take each fact or myth in turn and ask the quiz participants whether they believe it is a myth or a fact. Provide the correct answer one by one, providing the associated explanation. Even if everyone in the team knows (or guesses) the correct answer, be sure to run through the explanation - these provide facts that support the correct answer and provide the learning opportunity for your team.



ACTIVITY #5

LUNCH & LEARN

TYPE: GROUP ACTIVITY

DURATION: 45 TO 60 MINUTES

KEY MESSAGE

'Lunch and Learns' are a great way for people to get to know one another from different teams that don't normally interact. They are also a great learning opportunity, to learn what's important to people in and out of work. 'Lunch and Learns' help with transparency and understanding amongst colleagues, help to build communities within an organisation and foster learning, growth and development.

LEARNING OUTCOME

People leave the session having learnt something new around mental health.

ACTIVITY DIRECTIONS

See if you can encourage colleagues to gather for a 'Lunch and Learn'. Pick a specific day for this and ensure that it happens regardless of what else is scheduled. It is good to plan this well in advance so people can schedule it in to their calendars.

For example:

- You can have mental health related topics to raise awareness and breakdown stigma
- Topics relating to work / side projects etc.
- Personal interest topics that people in the organisation want to present as it's something that they are interested in or a cause they care about - such as Time to Change.

HOW TO GET STARTED

1. Decide on a day or a series of days that best suits most people within your organisation to hold the Lunch and Learn, for example Friday may not be great if that's the day everyone chooses to work from home.
2. Decide how many Lunch and Learns to hold, when, and how often.
3. Find people who would like to present and then allocate them presenting dates early on.
4. Promote the sessions via posters, email banners, team briefings etc. You can find tools to support your promotion later in this Activity Pack.
5. Since Lunch and Learns are typically short (45-60 minutes), ensure learning is bite sized nuggets of information.
6. Find a relaxed setting, such as the cafeteria, lunchroom, or book a conference room. Relaxed spaces can encourage people to attend.
7. Make sessions interactive by using a variety of media / activities that involve the audience and promote discussion.
8. Leave time for questions. To save time you can have people jot their questions on a piece of paper and have someone read the questions aloud.



SOME SUGGESTIONS FOR MENTAL HEALTH SUBJECTS FOR LUNCH & LEARNS

- How workplace culture ties in with mental health, and the characteristics you want encourage in your workplace culture such as trust, honesty, openness, fairness, civility and respect
- Your HR team could present your workplace's mental health policy and how the organization is putting that policy into practice
- What mental ill-health is, what risk factors at work exacerbate it, and how your workplace plans to reduce these risk factors
- What stigma is and how the organisation / mental health Champions plan to eliminate it (e.g. through the Lunch and Learns, encouraging the organisation to pay for line manager training etc.)
- Hold a session on how people can get support for themselves or their loved ones regarding mental health, both internally and externally of organisation. For example internally people have access to Employee Assistance Programmes, flexible hours etc. For external sources, you could create a list of community resources, such as local mental health practitioners, mental health organizations such as Mind or Rethink Mental Illness.
- Creative ways for people to manage their stress levels - breathing, mindfulness, exercise, yoga, etc. - with practice time built into the Lunch and Learn
- Tips on how to recognise and respond appropriately to someone in distress, including role-playing. Maybe get a Mental Health First Aider to support / deliver this session
- Bring in experts on mental health related topics to speak at the session

Mental Health Awareness seems to be a popular topic for a lunch and learn and could be especially useful during Mental Health Awareness Week.

We have produced a Mental Health Awareness Lunch and Learn workshop that you might want to use if you haven't had the time to develop your own lunch and learn session. You can find the slides [here](#).



ACTIVITY #6

TALKING ABOUT THAT TED TALK – RUBY WAX, WHAT'S SO FUNNY ABOUT MENTAL ILLNESS?

TYPE: GROUP ACTIVITY

**DURATION: 30 - 45 MINUTES
(10 MINUTES FOR THE VIDEO AND
25 MINUTES FOR DISCUSSION)**

KEY MESSAGE

That anyone can become ill with their mental health and why it's just as important to acknowledge as is other physical health problems.

LEARNING OUTCOME

For participants to go away and think about how they feel about Mental health and would they be open to talking about it and why.



ACTIVITY DIRECTIONS

Ted Talks are short, inspirational and easy to use to attract people into the room. This video is hilarious whilst also informative and raises questions regarding the taboo around our brains becoming unwell as opposed to other parts of our body.

Begin this session by watching **Ruby Wax's Ted Talk**.

The focus of this activity is to get people to talk and the facilitator should look to foster an organic conversation. However, just in case people need prompting to engage, the following questions to the group might help to start that conversation up.

- What are your thoughts about Ruby's message?
- What barriers do people face that might stop them from talking about MH or asking for help?
- Ruby talks about how we haven't evolved enough to deal with the daily stresses of today's life - what are your thoughts?
- What Challenges do people face when balancing work and life?
- What support does the organisation offer to help employees balance their lives? Your organisation for example may offer some of the following; Employee assistance programme, any Flexi working policy, other options to manage time, home working, support around childcare (vouchers), subsidised wellbeing services such as subsidised gym membership etc, bike schemes, salary based loan schemes, season ticket loans etc.

ACTIVITY #7

UN-MIXING THE MIX UPS AROUND DEPRESSION AND ANXIETY

**TYPE: GROUP ACTIVITY
(FACE TO FACE OR OVER YAMMER / OTHER
WORK INSTANT MESSAGING SOCIAL MEDIA)**

**DURATION: 30 MINUTES OR CONTINUOUS
OVER SOCIAL MEDIA**

KEY MESSAGE

That often we incorrectly label experiences of poor mental health with something else and that in itself becomes a barrier to accessing support or help.

LEARNING OUTCOME

The three videos highlight how we can mistake anxiety for stress or Depression for sadness. To raise awareness about the Employee Assistance Programme offered and what the service offers specifically detailing its confidentiality.

ACTIVITY DIRECTIONS

We often minimise our experiences, just so that we can affirm to ourselves that we are ok and can carry on as we are. These videos help to unpack the incorrect labels we attach to those experiences by thinking it's something else, for example mistaking or minimising anxiety for stress or depression for sadness, or doing the opposite - minimising something like OCD which can be a debilitating illness for those who struggle with it .

Begin the session by watching these short films from **The Mighty**

- **Anxiety vs Stress**
- **Depression and Sadness**
- **OCD vs Perfectionism**

You can choose to have this in a face to face group but suggest that to make it accessible you facilitate the session over an internal social channel (such as Yammer) and encourage a comment based discussion. It's a safer way to approach the topic and it helps people feel safe enough to engage at the level they feel ok to do so.

AT THE END OF THE ACTIVITY

It's important to raise awareness about the support offered internally such as the Employee Assistance Programme, highlighting what it offers, how to access it and what confidentiality in terms of accessing and utilising its services looks like.

You can also signpost people to a whole menu of support services, details of which are at the end of this activity pack.



ACTIVITY #8

EXPERIENCING TOGETHER WHAT STIGMA FEELS LIKE / WHEN IT MANIFESTS

TYPE: GROUP ACTIVITY

DURATION: 20 MINUTES

KEY MESSAGE

Nearly nine out of ten people with mental health problems say that stigma and discrimination have a negative effect on their lives. Stigma can be a major barrier preventing individuals from asking for support.

ACTIVITY DIRECTIONS

This activity is designed to help an audience you are speaking to learn what it feels like to experience stigma. Ask everyone to stand up. Read out the different scenarios below and ask the audience to consider how open they'd feel about talking about a mental health problem.

1. You are at a family wedding. The speeches have just finished and you are chatting with extended family (Grandparents, Uncles, Aunties, Cousins) that you have not seen for a while. The conversation moves onto your current health and one of your family members asks how you have been. Remain standing if you feel you are able to be open about your mental health problem and talk to them about some of the difficulties you have recently had. Sit down if you decide to brush it off and just say I'm fine.

2. You have just applied for a new job at a new organisation. It's your dream job and you were very excited to hear you have been shortlisted for interview. In the interview the discussion moves on to ask about the gap in your CV where you had to take time out from work due to your mental health problem. Remain standing if you feel you are able to be open about your mental health problem and explain to the panel your gap in employment. Sit down if you decide to make up another reason.
3. You are on a first date. Everything is going well, you have just finished your starters and waiting for main course to be served. You've decided that you would quite like to see your date again as things seem to be going so well. The conversation moves onto mental health and you discuss a TV programme that has recently been on about this. Remain standing if you feel you are able to be open about your mental health problem and let the other person know about your experience and connection to the programme. Sit down if you say nothing at all.

How many people are left standing?

DISCUSSION QUESTIONS

- What does each scenario make you think about?
- Why are some things harder to talk about than others?
- What do you think would happen if you did talk about your mental health?

ACTIVITY #9

HOW WE SEE OURSELVES VERSUS HOW OTHERS SEE US

TYPE: GROUP ACTIVITY

DURATION: 30 - 45 MINUTES
FACE TO FACE OR OVER SOCIAL MEDIA

KEY MESSAGE

We often see ourselves differently and often "unfairly" critically without considering how we are actually seen by those around us. This exercise is great to consider that reality check around our body image and the image others have of us and why self-compassion is so important in changing how we think and act about ourselves and resulting impact on our mental health.

LEARNING OUTCOME

Just because you see yourself in one way does not and usually unlike how others see you.

ACTIVITY DIRECTIONS

Use this extended advert for Dove as a talking point for body image. The advert provides a particularly dramatic insight into how our perception of self can be so different from how those around us perceive us. It really highlights the importance of self-compassion.

Begin by watching the advert here:
[Dove Extended Advert around Body Image](#)

Generate a discussion with the following question prompts. (NB this is a free flowing discussion and so it's important to highlight and periodically reinforce your internal support offer such as the Employee Assistance Programme and how to access them or include signposting to support and information services such as Mind Info Line, Body Dysmorphic Disorder Foundation or Samaritans - all signposting info can be found at the end of this document.

- Have a think about this exercise yourself, how would your pictures be different?
- How does the image of yourself make you feel?
- How do others see you?
- Do you know how others see you? If you don't know are you able to ask someone for that honest feedback?
- How does that feedback / knowledge of how others see you, makes you feel
- Does the perception you hold of yourself influence other parts of your life, confidence etc and how so?
- What can you do to practice self-compassion?
- What would self-compassion look like for you?
- What are the challenges / barriers of practicing self-compassion?
- **Action point 1:** Can you think of how to overcome those challenges and barriers to self-compassion?
- **Action point 2:** What support do you need to have in place to overcome challenges and barriers to you practicing self-compassion?

ACTIVITY
#10

HOW TO TELL MY STORY – A PRACTICAL SESSION

TYPE: GROUP ACTIVITY / WORKSHOP

DURATION: 2 HOURS

KEY MESSAGE

What to think about and prepare before sharing stories about personal experiences of poor mental health.

LEARNING OUTCOME

A basic awareness around what is involved around sharing stories, how to structure it and ways in which they can share their stories.

ACTIVITY DIRECTIONS

We have developed a two hour workshop that anyone who feels comfortable to facilitate a group can deliver. The workshop is around how to share stories and is a great way for people to think about being open in a way that feels safe to them.

Each activity within the workshop is approximately 10 - 15 minutes each there are a total of 3 activities.

We also suggest that participants are given a printed copy of the slides as a handout at the workshop. You can find the delivery slides with facilitator notes on the Time to Change website [here](#).

ACTIVITY
#11

MENTAL HEALTH AWARENESS TRAINING

TYPE: INDIVIDUAL OR GROUP ACTIVITY

DURATION: VARIOUS

KEY MESSAGE

It can be really helpful and interesting to learn more about mental health and how it impacts on our working life.

LEARNING OUTCOME

A basic awareness of mental health and how it can impact both positively and negatively on our wellbeing and our performance and engagement in the workplace.

There are a number of mental health awareness training packages and modules which your organisation can use during Mental Health Awareness Week to increase your employees' knowledge and understanding of mental health.

This week is an ideal time to access some of the many training packages available.

You can find information on the Mental Health at Work website [here](#).

You can also deliver a short workshop we developed around Mental Health Awareness for Activity #5 Lunch and Learn. You can find the slides [here](#).

ACTIVITY #12

MENTAL HEALTH AWARENESS TOOLKITS

TYPE: INDIVIDUAL OR GROUP ACTIVITY

DURATION: VARIOUS

KEY MESSAGE

Learning from others and implementing new tools into your workplace can really help to develop awareness around mental health.

LEARNING OUTCOME

To obtain a basic awareness and understanding of the tools available to support staff with their mental health.

ACTIVITY DIRECTIONS

There are an increasing number of toolkits available to download and use in your organisation to support your staff with their mental health. For example, "How to Implement the Thriving at Work Mental Health Standards in your Workplace" or have a look at some of the other toolkits that have been introduced and allocate time with your team during Mental Health Awareness Week to see how they may help support your team/employer.

You can find information on the Thriving at Work toolkit [here](#).

You can find details of other toolkits on the Mental Health at Work Website [here](#).

ACTIVITY #13

AN INTRODUCTION TO MINDFULNESS WORKSHOP

TYPE: GROUP ACTIVITY / WORKSHOP

DURATION: 45 MINUTES - 1 HOUR

KEY MESSAGE

Mindfulness helps us to keep up with the constant demands of the modern world and to build resilience at critical periods in our working and personal lives. Research by Oxford University has shown that practicing Mindfulness may achieve a number of positive outcomes including the reduction of stress and anxiety. Clinical trials have demonstrated its benefits in preventing serious depression and emotional distress.

LEARNING OUTCOME

This session provides a useful and thoughtfully sequenced introduction to the subject of mindfulness and several short exercises that can be repeated.

You can find a guided workshop video to support delivery of this session here: [An Introduction to Mindfulness Workshop Video](#).

The associated Supporting Notes for the facilitator, providing instructions on how to run the session can be found here:

[An Introduction to Mindfulness Filmed Workshop Supporting Notes](#)

[Mindfulness Activity Pack](#)

ACTIVITY
#14

EMOTIONAL RESILIENCE WORKSHOP

TYPE: GROUP ACTIVITY / WORKSHOP

DURATION: 45 MINUTES - 1 HOUR

KEY MESSAGE

Emotional resilience refers to a person's ability to adapt to and deal with the normal stresses and strains of life as well as cope during times of crises and catastrophe. The more resilient you are, the more you may be able to adapt to adversity without lasting difficulties, the less resilient you are the more likely it is that you will have a harder time with stress and life changes, both major and minor. Resilience is not a quality that you either do or do not possess, instead it's more helpful to view it as a skill or approach that you can develop and work on.

LEARNING OUTCOME

This workshop looks at what emotional resilience means, what characteristics emotionally resilient people share, how to build resilience in everyday life, and helpful strategies to help manage one's emotional state in a healthy way.

You can find a guided workshop video to support delivery of this session here: [Workplace Workshop - Emotional Resilience Video](#)

The associated Supporting Notes for the facilitator, providing instructions on how to run the session can be found here: [Emotional Resilience - Filmed Workshop Supporting Notes](#)

ACTIVITY
#15

FIVE WAYS TO WELLBEING WORKSHOP

TYPE: GROUP ACTIVITY / WORKSHOP

DURATION: 45 MINUTES - 1 HOUR

KEY MESSAGE

The Five Ways to Wellbeing are a set of evidence-based actions which promote people's wellbeing. These activities are simple things individuals can do in their everyday lives to improve their wellbeing.

LEARNING OUTCOME

This workshop explores each principle in turn and the practical ways in which we can incorporate The Five Ways into our daily lives.

You can find a guided workshop video to support delivery of this session here: [Five Ways to Wellbeing Workshop Video Link](#). The associated Supporting Notes for the facilitator, providing instructions on how to run the session can be found here: [Five Ways to Wellbeing Filmed Workshop Supporting Notes](#).

ACTIVITY #16

STARTING THE CONVERSATION WORKSHOP

TYPE: GROUP ACTIVITY / WORKSHOP

DURATION: 45 MINUTES - 1 HOUR

KEY MESSAGE

Starting a conversation about mental health can seem daunting, but it doesn't need to be.

LEARNING OUTCOME

This interactive session gives an overview of the prevalence of mental illness and mental health problems, and why it should matter to you as a line manager or co-worker. It looks at the signs and symptoms that may indicate that a colleague / team member is not coping, covers the concerns one may have in approaching a conversation about wellbeing, and discusses how to make the conversation easier.

ACTIVITY DIRECTIONS

You can find a guided workshop video to support delivery of this session here:

[Starting the Conversation Workshop Video](#)

The associated Supporting Notes for the facilitator, providing instructions on how to run the session can be found here:

[Starting the Conversation Filmed Workshop Supporting Notes](#)



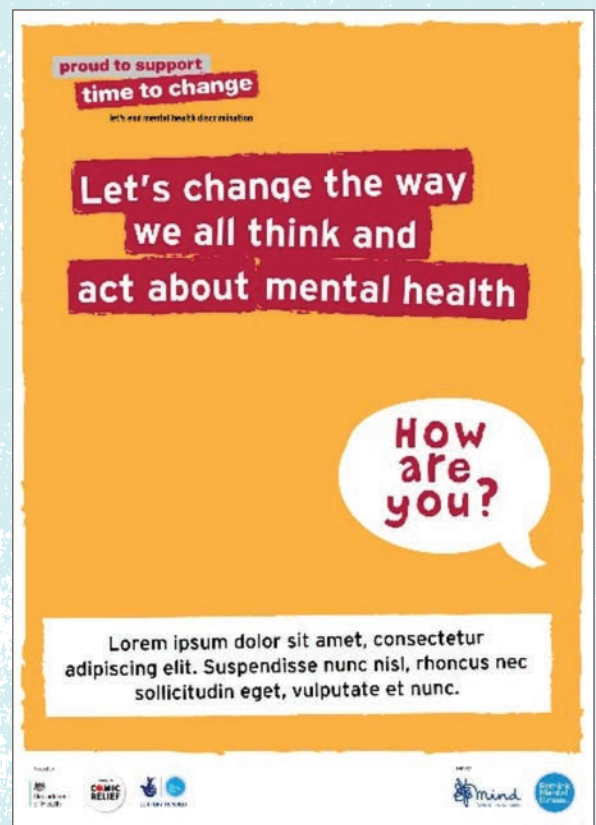
MATERIALS & RESOURCES TO SUPPORT PROMOTION OF YOUR ACTIVITIES

We have created a set of downloadable materials for use in the workplace, whether that is in the office, out on site or in a warehouse. This includes customisable event posters, bunting, tip cards even origami conversation starters - everything you need to help support the promotion and branding of your planned activities!

You can access these by visiting the [Time to Change website](#).

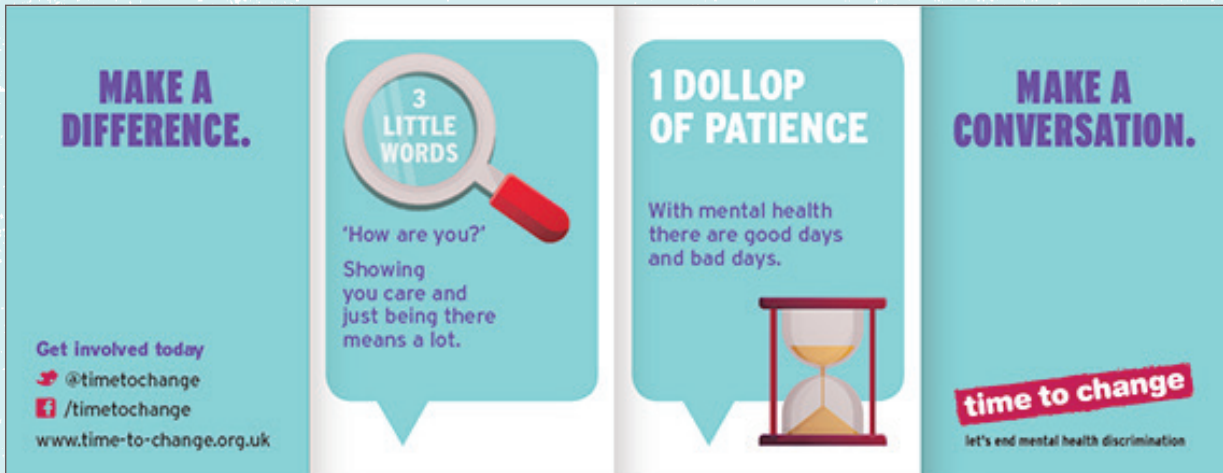
POSTERS

These are ready to be printed, either in the office or by a professional printer, and are editable in order for you to input the details of any events you might be organising!



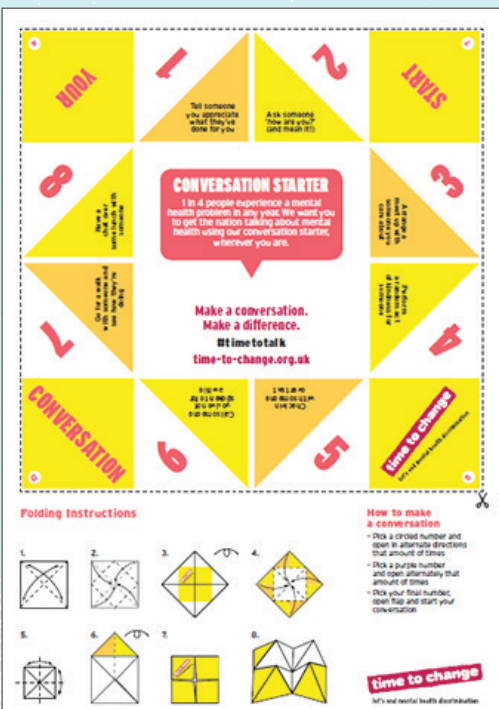
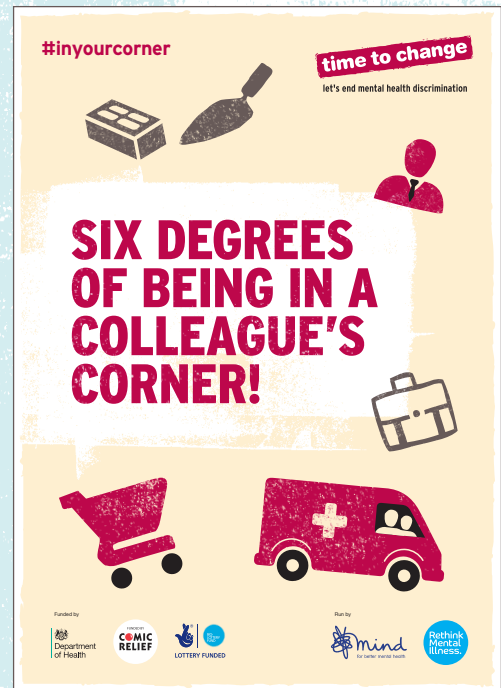
TIP CARDS

Filled with ideas around starting the conversation, these are easy to read or pop into a pocket or wallet. Hand them out at an event, or leave them in areas where people will find them and read them. Print-ready artwork for office or professional printing.



SIX DEGREES OF BEING IN YOUR COLLEAGUES CORNER

This booklet helps you to reach out to not only the colleagues that you work with closely but also those colleagues who you don't see on a day to day or more. There is even a section around how to reach yourself and be in your own corner! You can find it [here](#).



CONVERSATION STARTER

These origami conversation starters are a popular way of starting conversations and work well at events where people can fold and use them. Print ready artwork to print and make in the office.

DESKTOP BACKGROUND / SCREENSAVER

A great way to share a message in an office is through an all-staff desktop background. It's the first thing people will see when they login in the morning and often one of the last things they will notice at the end of the day too.



PLASMA SCREEN ADVERTISEMENTS

If your office or reception area displays internal communications on landscape plasma screens, these can be a fantastic way to spread the Time to Talk Day message in high footfall areas and to your organisation's guests and visitors. We have static images and subtitled videos you can make use of depending what suits your set up best.



INTRANET UPDATE AND TEMPLATE STAFF EMAIL

Below is a brief update you can include on your organisation's intranet or Sharepoint site to introduce Mental Health Awareness Week and encourage employees to get involved. If you are planning to run an event in your workplace you could also use this as an opportunity to promote this too.

We also recommend sending a staff email from the most senior contact possible (perhaps whoever signed your organisation's Pledge or a senior champion for mental health and wellbeing) and preferably not in the HR team in order to break the subject of mental health out of the 'HR box.'

Regardless of how and from whom you distribute the below copy, be sure to tailor it for your organisation.

YOU CAN TALK ABOUT MENTAL HEALTH AT WORK

Monday 13 May marks the beginning of Mental Health Awareness Week and Learning at Work Week.

At **[Organisation Name]**, we know that it benefits all of us to talk about mental health.

[Reference any existing mental health initiatives currently being delivered. What work has been done to date in delivering your Time to Change Employer Action Plan? Or use this opportunity to highlight some of the successes of your Time to Talk Day activity in February].

1 in 4 of us will experience mental health problems this year and having a colleague in your corner can make all the difference. That's why this May we are delivering a series of events and activities to support your confidence in having conversations around mental health and build your understanding of mental health issues in and out of the workplace.

[Provide details of your activities and events].

There are, however, lots of different ways to have a conversation about mental health and you don't have to be an expert to talk. If you're unable to attend one of our events, why not visit **www.time-to-change.org.uk/asktwice** and find out how the simple act of asking twice can help support our conversations with friends and co-workers.

STAFF NEWSLETTER OR MAGAZINE ARTICLE

Below are some tips about how to build a strong article for your newsletter or magazine about Mental Health Awareness Week:

PERSONAL STORY

Try to open with a quote or a paragraph from a colleague who has experienced a mental health problem.

An individual employee writing about their experience and how being able to be open about it has helped them will make a powerful introduction.

INFORMATION ABOUT THE CAMPAIGN

Include a short description of what the campaign is, and how people can find out more and get involved in your organisation's activities.

THE ORGANISATION'S PERSPECTIVE

Include a quote or paragraph from someone senior within your organisation about why they're supporting Time to Change and Mental Health Awareness Week and why challenging stigma is important to the organisation.

SIGNPOST TO RELEVANT SUPPORT

Let your colleagues know what resources are available to them and what they can do if they're worried about their mental health.



SIGNPOSTS TO SUPPORT

It's great to start the conversation in your workplace and we hope that our campaign materials and ideas help you to do this. Sometimes this can mean that people currently experiencing mental health problems will need some support as sensitive conversations may bring up difficult things.

We would encourage you to highlight the support tools that you currently offer employees within your organisation but you may also like to use some of ours too so please feel free to use the below text or link to our [support page online](#).

If you are experiencing mental health problems or need urgent support, there are lots of places you can go to for help. Time to Change is focusing on changing how we all think and act about mental health. We're not able to provide individual or emergency support for people in crisis, but there are lots of people who can. They are listed here:

MIND INFOLINE

**Telephone: 0300 123 3393
(9am-5pm Monday to Friday)
Email: info@mind.org.uk**

Website: www.mind.org.uk/help/advice_lines

Mind provides confidential mental health information services. With support and understanding, Mind enables people to make informed choices. The Infoline gives information on types of mental distress, where to get help, drug treatments, alternative therapies and advocacy. Mind also has a network of nearly 200 local Mind associations providing local services.

SAMARITANS

**Telephone: 116 123
(Free 24 hours a day)
Email: jo@samaritans.org**

Website: www.samaritans.org

Provides confidential, non-judgmental emotional support for people experiencing feelings of distress or despair, including those that could lead to suicide. You can phone, email, write a letter or in most cases talk to someone face to face.

BODY DYSMORPHIC DISORDER FOUNDATION (BDDF)

Website: www.bddfoundation.org

Details of where and when support groups are held (both face to face and online):

www.bddfoundation.org/support-groups

BDDF provides a menu of information, resources and support through nationally held support groups and online support groups for people struggling with Body Dysmorphic Disorder (BDD) which is characterised by a preoccupation with one or more perceived defects or flaws in appearance, which is unnoticeable to others. Sometimes the flaw is noticeable but is a normal variation (e.g. male pattern baldness) or is not as prominent as the sufferer believes.

ELEFRIENDS

Website: www.elefriends.org.uk

Elefriends is a supportive online community where you can be yourself. Elefriends is run by **Mind**.



BEATING DISORDERS SUPPORT

Telephone: 01494 793223

(Any time on any day)

Email:

support@eatingdisorderssupport.co.uk

Website: www.eatingdisorderssupport.co.uk

Provides confidential, non-judgmental emotional support to anyone affected by an eating disorder such as Anorexia Nervosa, Bulimia Nervosa and Binge Eating Disorder. They also provide support to people caring for someone affected by an eating disorder. You can phone (helpline), email, and write a letter.

BEAT

Telephone: 0808 801 0677

or to access Youth line 0808 801 0711

Monday to Friday, 12pm to 8pm

and Saturday to Sunday, 4pm to 8pm

Website: www.beateatingdisorders.org.uk

One to one:

Webchat: www.support.beateatingdisorders.org.uk/app/chat/chat_launch

Monday to Friday, 12pm to 8pm

and Saturday to Sunday, 4pm to 8pm

Online support groups:

www.beateatingdisorders.org.uk/support-services/online-groups

Helpfinder - to find listings of local services and support groups including NHS Centres:

www.helpfinder.beateatingdisorders.org.uk

Provides confidential, non-judgmental emotional support to anyone affected by an eating disorder such as Anorexia Nervosa, Bulimia Nervosa and Binge Eating Disorder.

They also provide support to people caring for someone affected by an eating disorder. Support offer includes:

RETHINK MENTAL ILLNESS ADVICE LINE

Telephone: 0300 5000 927

(10am-2pm Monday to Friday)

Email: info@rethink.org

Website: www.rethink.org/about-us/our-mental-health-advice

Provides expert advice and information to people with mental health problems and those who care for them, as well as giving help to health professionals, employers and staff. Rethink Mental Illness also runs **services and groups** across England and Northern Ireland.

SANELINE

Telephone: 0845 767 8000 (6pm-11pm)

Website:

www.sane.org.uk/what_we_do/support/helpline

Saneline is a national mental health helpline providing information and support to people with mental health problems and those who support them.

If you're a carer needing support you can contact all of the above as well as **Carers Direct** and the **Princess Royal Trust** for Carers, both of whom are able to provide support and advice on any issues affecting you.



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let's end mental health discrimination

FOR MORE INFORMATION



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