

eTOOLKIT

eTOOLKIT OVERVIEW

PURPOSE OF THE eTOOLKIT

The purpose of this Mental Health Awareness eToolkit is to provide you with a set of practical online resources to:

- 1 Reinforce and extend the content covered in the Mental Health Awareness - Leaders eLearning module.
- 2 Easily access on an as needed basis to assist you with managing mental health conditions in your workplace.
- 3 Utilise to raise awareness and reduce the stigma of mental health conditions in your workplace.

Remember, you can access the information in this eToolkit anytime you need it! Simply keep this link in your favourites and download the resources when you require them.

eTOOLKIT OVERVIEW

This eToolkit contains **FIVE** folders, organised and structured in a way for you to easily navigate and print, or download or share what you need, when you need it.



FOLDER 1 - Workplace Awareness Activities

- 1 **Mental Health Awareness Campaign Schedule** - A one-page flexible schedule of events that outlines 6 activities that you can conduct throughout any given calendar year. The purpose of these activities is to raise awareness and reduce stigma in the workplace of mental health conditions.
- 2 **Mental Health Awareness Campaign - Activity Resources** - Materials to support the delivery of each of the activities outlined in the Mental Health Awareness Campaign Schedule.



FOLDER 2 - Fact Sheets

A series of 5 x Fact Sheets for you to refresh and build on the content covered in the eLearning module and for sharing with employees. The Fact Sheet topics are:

- 1 Understanding Mental Health.
- 2 Recognising a Mental Health Condition.
- 3 Understanding Anxiety.
- 4 Understanding Depression.
- 5 Understanding Substance Abuse.



FOLDER 3 - Tip Sheets

A series of 5 x Tip Sheets which provide you with information and practical tips to assist you in managing mental health conditions effectively. The Tips Sheets included are:

- 1 Knowing the Law.
- 2 Rights and Responsibilities.
- 3 Mental Health and Performance Management.
- 4 Having a PEER Conversation.
- 5 Managing "What Ifs" in PEER Conversations.



FOLDER 4 - Multimedia Resources

- 1 **Posters** - A series of 5 x print-ready posters that raise awareness of mental health conditions.
- 2 **Video and Animations** - A series of downloadable versions of the animation and video files viewed in the eLearning course to review and refresh the eLearning course content and for sharing with employees. This includes:
 - a. A PEER Conversation in Action video (including a Background Scenario and Video Review sheet).
 - b. Mental Health Facts and Figures animation.
 - c. Understanding Anxiety animation.
 - d. Understanding Depression animation.
 - e. Understanding Substance Abuse animation.



FOLDER 5 - Additional Resources

- 1 **Managing a Mental Health Condition Resources** - Provides links to additional information, resources, and services to assist you in managing an employee with a mental health condition.
- 2 **Mental Health Awareness Support Resources** - Provides links to additional information and resources you may find helpful for supporting someone with a mental health condition and creating a psychologically healthy place to work.

If you or someone you know needs help contact **TIACS** on 0488 846 988 or your organisation's Employee Assistance Program (EAP), your GP or call: **LifeLine** on 13 11 14, **Kids Helpline** on 1800 551 800, **MensLine Australia** on 1300 789 978 or the **Suicide Call Back Service** on 1300 659 467.