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| Title: | Managing Mental Health in the Workplace |
| Level: | 5 |
| Credit value: | 3 |
| Unit guided learning hours | 8 |
| Learning outcomes *The learner will:* | Assessment criteria *The learner can:* |
| 1. Be able to identify the strengths and weaknesses of mental health initiatives in the workplace
 | 1.11.2 | Analyse the organisation’s current approach towards mental health Assess how other organisations deliver mental health strategies and share examples of best case practices |
| 1. Be able to carry out the legal requirements to ensure staff’s positive mental health
 | 2.12.2 | Develop a plan to meet the requests for reasonable adjustments of a member of staffDescribe approaches to improve and manage mental health in the workplace |
| 1. Be able to hold and record conversations with staff about their mental health
 | 3.13.23.3 | Advocate for the mental health of staff as a valuable resourceCommunicate with staff about their mental health and support them to improve itAssess own mental health and its potential effect on others |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To apply knowledge and understanding of mental health issues in the workplace, as required by a practising manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) |  |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) |  |
| Equivalencies agreed for the unit (if required) |  |
| Location of the unit within the subject/sector classification system | 1.3 |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Explain examples of the best employee strategies incorporating mental health support
* Examine organisational approaches to mental health, including policies
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| 2 | * Be aware of and understanding organisational policies
* Methods of ensuring fair and objective assessment of reasonable adjustments
* Support structures for mental health within the organisation
* Understanding the relevant documentation required to manage people’s mental health in the workplace
* Mechanisms to provide appropriate feedback to individuals
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| 3 | * Techniques for managing conversations with staff about mental health
* Communication styles and awareness of the other person and their mental state
* Confidentiality agreements
* Promotion of positive mental health
* Behavioural adjustments
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