|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | | | 1.1  1.2 | 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 | | | 2.1  2.2 | Develop a plan to meet the requests for reasonable adjustments of a member of staff  Describe approaches to improve and manage mental health in the workplace |
| 1. Be able to hold and record conversations with staff about their mental health | | | 3.1  3.2  3.3 | Advocate for the mental health of staff as a valuable resource  Communicate with staff about their mental health and support them to improve it  Assess 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 | | | |
| 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 | | | |
| 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 | | | |