

COURSE CONTENT OVERVIEW

# Health & Wellbeing



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This Health and Wellbeing course aims to teach managers and supervisors the skills they need in order to design and implement a successful and effective wellbeing strategy in the workplace. By doing so, the health, safety and wellbeing of all employees will be upheld, job satisfaction will be enhanced and your business will become an attractive place to work.

### **Module One: Introduction to Health and Wellbeing**

This module explains what is meant by 'wellbeing' and outlines the responsibilities of employers and managers. The module looks at how implementing a wellbeing strategy can help to improve the workplace and bring benefits to both businesses and employees.

- What is wellbeing?
- Duty of care
- Employee expectations
- The Workwell model
- Your wellbeing strategy
- Evaluating success

### **Module Two: Types of Ill-Health**

This module outlines some of the most common health problems that employees may encounter in the workplace, including both physical and mental ill-health. Having an awareness of these injuries and illnesses will help you to develop a successful wellbeing strategy.

- Stress
- Mental health problems
- Physical health problems
- Musculoskeletal disorders

### **Module Three: Social Wellbeing**

This module looks at how you can promote health and wellbeing by improving workplace security, encouraging trustworthy relationships, promoting equality and diversity, and inspiring workers to adopt a healthy work-life balance.

- Security
- Bullying, harassment and conflict
- Equality and diversity
- Emotional intelligence
- Maternity
- Flexible working
- Work-life balance

### **Module Four: Mental Health**

This module outlines the importance of promoting good mental health in the workplace, and looks at some of the governmental schemes that your company can choose to adopt. The module also provides tips and ideas for how your wellbeing strategy can enhance mental health and build resilience amongst employees.

- Mental health and stigma
- Time to Change
- Mindful Employer
- Tips for promoting mental health
- Workplace culture
- Building resilience
- The role of a manager

### **Module Five: Career and Wellbeing**

This module explains how your wellbeing strategy can be used to ensure that the time workers spend in the workplace is conducive towards a happy, productive and motivated lifestyle. The module looks at how to tackle presenteeism, how to keep employees motivated and the importance of good communication skills.

- Job satisfaction
- Incentives and rewards
- Workload and working hours
- Taking leave
- Presenteeism
- Communication
- Listening skills

### **Module Six: Health and Safety**

This module outlines why it's essential to take your legal health and safety responsibilities seriously in order to promote the physical safety of employees. The module also looks at how work shifts and inactivity can affect wellbeing, and at how to help an employee return to work after a period of illness or an injury.

- Health and safety culture
- Risk assessment
- Work shifts and hours
- Inactivity
- Workstation ergonomics
- Fitness to work

### **Module Seven: Physical Wellbeing**

This module looks at the aspects of physical health that should be considered alongside your compulsory health and safety procedures, including how to prevent tiredness and burnout, and how to help workers manage any existing health problems. The module also explains the adjustments that you may need to consider for particular types of employees.

- Managing existing health conditions
- Fatigue
- Burnout
- Time management
- Individual capabilities
- Adjustments for pregnancy and maternity
- Adjustments for disabilities
- Adjustments for older and newer workers
- Personal health and hygiene

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## **Module Eight: Healthy Lifestyle**

This module explains how you can use your wellbeing strategy to promote health and wellbeing in all aspects of your employees' lives, not just in the workplace. The module provides tips and ideas for inspiring employees to eat healthily, exercise and forego any unhealthy habits.

- Healthy eating
- Change4Life
- The Eatwell Guide
- Physical activity
- Smoking
- Drugs and alcohol

## Aims of the training

By the end of this course, learners will:

- Understand what makes a successful wellbeing strategy and know what needs to be considered to promote and maintain health, safety and wellbeing in the workplace.
- Know more about the different types of physical and mental ill-health that the wellbeing strategy is aiming to prevent and support.
- Recognise how wellbeing can be enhanced by making changes to company policies, procedures and approaches towards a person's work life.
- Understand the importance of encouraging a healthy work-life balance amongst employees.
- Understand the business benefits of actively promoting health, safety and wellbeing in the workplace.