



**City Mental Health
Alliance** HK

January 2021

Training Brochure

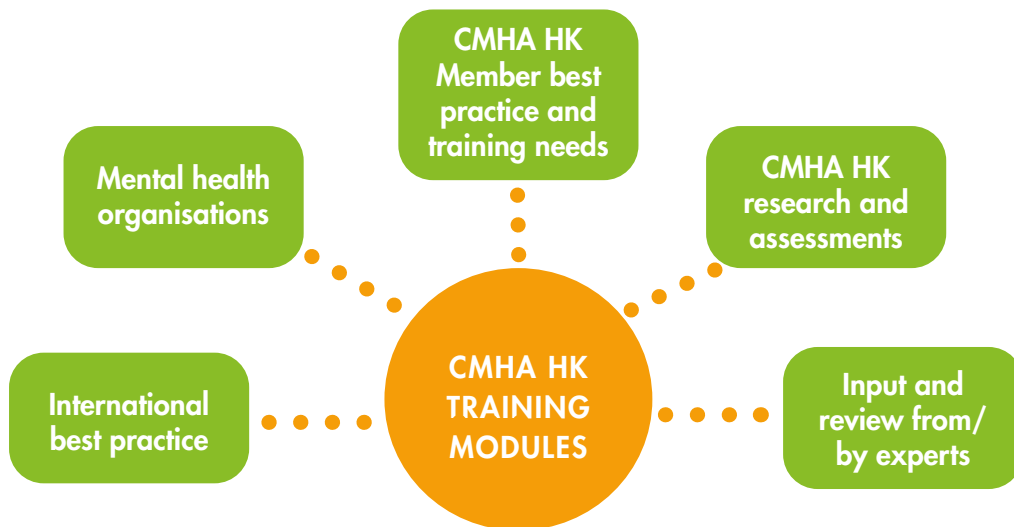
CITY MENTAL HEALTH ALLIANCE HONG KONG

About Us

The City Mental Health Alliance Hong Kong exists to improve mental health in the workplace - providing training, information, practical support, assessments and research for companies wishing to create mentally healthy workplaces. We also focus on bringing companies together to collaborate and share best practice and work together. Our Board is made up of member companies and we are advised by experts. Meet our team and our Board members [here](#).

Why choose CMHA HK to meet your training needs?

Our training has been specifically developed with input from our members and other mental health organisations to create training modules and resources which meet the needs of corporate environments. We strive to educate and increase confidence and skills across the entire corporate workforce and offer training which supports leaders, managers and general employees. We will work with companies to customise programs to ensure they suit your specific needs and requirements. This also supports our continual learning and development process to ensure all of our training programs are up to date and industry relevant.



Our training is customised to the specific needs of Hong Kong and the APAC region, drawing on the experience of our members and expert team to address cultural nuances and language requirements. Many of our training modules and resources are offered in English, Cantonese and Mandarin and modules can be delivered within a “lunch & learn” timeframe.

Who delivers our training?

Our trainers are experienced health professionals, most with extensive experience working or training in the corporate sector. This ensures we can respond to requests of a clinical nature and meet the needs of corporate clients. We carefully select trainers depending on the needs of the organisation and while most training sessions will be delivered by one trainer, if required for the content or a company’s specific needs we will offer two trainers for that session.

Module 1

General Mental Health Awareness (GMHA)

The GMHA training aims to increase awareness and understanding of mental health in the workplace. It provides employees with insights which enable them to recognise behavioural changes in either themselves or their colleagues, which may be due to factors related to stress, or anxiety and depression - the two most common forms of mental ill-health in the workplace. The training includes strategies employees can use to check-in with their colleagues if they have concerns about their mental health as well as how to look after our own mental health.

Duration of training: 1 hour

Format: Virtual or in-person

Audience: General staff

Language: English | Cantonese | Mandarin

Capacity: Up to 85 depending on delivery format

Topics covered will include:

- Mental health facts and statistics for Hong Kong and Asia generally
- Definition of mental health and mental ill-health
- Common signs and symptoms of mental ill-health in the workplace
- How to start a conversation on mental health with someone you are concerned about
- Sources of help and support
- Mental health self-care

This training module provides a basic level of understanding about mental health in the workplace for those who have not previously received training on mental health, or would like a refresher.

Module 2

Manager Mental Health Awareness – Level 1

Based on the GMHA session, this module includes training in specific skills to develop and nurture a mentally healthy working environment whilst managing teams. The module covers supporting employees with concerns about their own mental health and recognising behavioural changes in team members which may be due to mental ill-health. Scenarios and role-plays give participants the opportunity to practice initiating conversations with team members to discuss these concerns. The scenarios can be tailored for individual companies to reflect situations that may occur in their workplace or sector.

Duration of training: 1.5 hours

Format: Virtual or in-person

Audience: Team Leaders, Line Managers and Human Resources Staff

Language: English | Cantonese | Mandarin

Capacity: Up to 30

Topics covered will include:

- Basic concepts of mental health and mental ill health (GMHA training - see above)
- Practice initiating conversations with employees who may have mental health concerns
- The role of human resources and talent management
- Good management practices
- Strategies to create a supportive workplace
- Advice and strategies for managers to practice mental health self-care
- Information on the company's mental health and wellness resources, policies and processes

This training module is designed for managers, team leaders and HR staff who have not previously received training on mental health, or would like a refresher.

Module 3

Manager Mental Health Awareness - Level 2

This training module builds on the Level 1 training module for managers and brings greater focus to the role and responsibilities of managers to create and foster a workplace that supports mental wellness among employees. The course provides in depth training in practical conversational skills for managers and includes strategies to manage staff who may be experiencing mental ill-health.

Duration of training: 1.5 hours

Format: Virtual or in-person

Audience: Managers who have completed GMHA or Manager MHA Level 1 training

Language: English | Cantonese | Mandarin

Capacity: Up to 30

Topics covered will include:

- Recap the basic concepts of mental health
- Mental health awareness when managing the team and performance
- Preparing and conducting effective conversations with staff who may have mental health concerns
- Where possible include opportunity for role play to try conversational approaches
- Strategies to support an employee at work and their return to work
- Review resources, policies and processes for this company
- The importance of self-care for managers and what this entails

This training module is designed for managers, team leaders and HR staff who have previously received training on mental health such as the GMHA or Level 1 training for Managers.

Module 4

Building Resilience from the Inside Out

Resilience is not only the ability to bounce back but to bounce forward from adversity and uncertainty. In this training, employees will look at workplace factors that can undermine resilience and explore resources and personal experiences that they can use to build their own resilience. Practical tools and techniques based on neuroscience and mind-body research will be presented with the opportunity to practice exercises which increase self-awareness and help manage anxiety related to uncertainty and general stress.

Duration of training: 1-1.5 hours

Format: Virtual or in-person

Audience: All levels

Language: English | Cantonese | Mandarin

Capacity: Up to 85 depending on delivery format

The training session covers:

- Basic concepts and quality of resilience
- Overview of factors and experiences that can either deplete or build resilience
- Examine how our body reacts to stress and the implications for mental health and wellness
- Discuss how we can learn from past achievements and experiences to enhance our resilience
- Practical mindfulness and gratitude exercises to build resilience

This training module is suitable for employees at all levels and does not require any mental health pre-training.

Module 5

Staying Mentally Healthy in Uncertain Times

This training module combines elements of resilience training and mental health awareness, recognising signs of stress and anxiety in yourself and others, and highlights the importance of recognising events that are outside our control. We examine adjustments individuals have made to deal with change associated with various forms of lockdown across the APAC region in response to COVID-19, including working from home, and the need to stay flexible as our working arrangements change in response to the number of COVID-19 cases increasing and decreasing. We will also examine strategies to adopt when faced with persistent change.

Duration of training: 1 hour

Format: Virtual or in-person

Audience: All levels

Language: English | Cantonese | Mandarin

Capacity: Up to 85 depending on delivery format

The training session covers:

- Examine what we have learnt about flexible and remote working during the period of working from home
- Discuss the concept of change and the different stages of reacting to change experienced by those faced with these challenges
- Raising awareness of sources of workplace stress - whether at home or in the office
- Dealing with persistent change
- Examine the circle of control and reflect on how we can incorporate an understanding of this to deal with change and uncertainty
- Practical tools to build resilience

This training module is suitable for employees at all levels.

Module 6

Staying Mentally Healthy during COVID-19

This training module looks at the impact of COVID-19 across the APAC region on ourselves and our families. Working from home and home schooling, the uncertainty of what work and home life will look like in the future and how we can learn to adjust to this. Physical distancing means we need to work harder to maintain social connectedness and avoid isolation. How to adjust between home-based and office-based work, and tips on looking after our own mental wellbeing are also covered.

Duration of training: 1 hour

Format: Virtual or in-person

Audience: All levels

Language: English | Cantonese | Mandarin

Capacity: Up to 85 depending on delivery format

The training session covers:

- Complex challenges - review the social impact of COVID-19
- Working from home - managing and recognising stress
- Supporting children and teenagers
- Physical distancing and isolation - tips on staying socially connected
- Managing remote employees - tips for managers and colleagues
- Preparing to return to office-based work
- Resources available to support self and employees

This training module is suitable for employees at all levels.

Our Training Fees

Duration of training	CMHA HK member companies	Non-member companies
1 hour training	HK\$5,500	HK\$9,500
1.5 hour training	HK\$7,500	HK\$11,500

Contact us

If you would like to organise training with CMHA HK, please complete our [Request for Training form](#) to provide us with further details on your training requirements. Once received, a member of our training team will contact you to discuss.

CMHA HK Members

As part of membership, CMHA HK members receive three one-hour training sessions (or alternative engagements, e.g. panel discussion) within a membership year. Modifications may be made to existing modules although significant adaptations will need to be charged. Additional sessions delivered to members after the three sessions are charged at a discounted rate to cover CMHA HK costs and trainer fees.

Not a CMHA HK Member? If you would like to know more about the benefits of becoming a CMHA HK member please contact [us](#) for information.

External Training

CMHA HK is pleased to work with members and other organisations to best support training needs. If you require further information on training, or would like to discuss options for training including those not listed here (such as Mental Health First Aid), please contact [us](#).



The City Mental Health Alliance Hong Kong is a collaborative venture founded by city businesses. Championed by senior leaders, the Alliance is business led and expert guided and aims to create a culture of good mental health for workers in the city of Hong Kong, share best practice and increase mental health understanding.

This document is not and should not be considered as clinical advice or support. Anyone who may have a need for such support should seek professional advice.