



香港城市精神健康聯盟

**City Mental Health
Alliance** HK



2022 Training Brochure

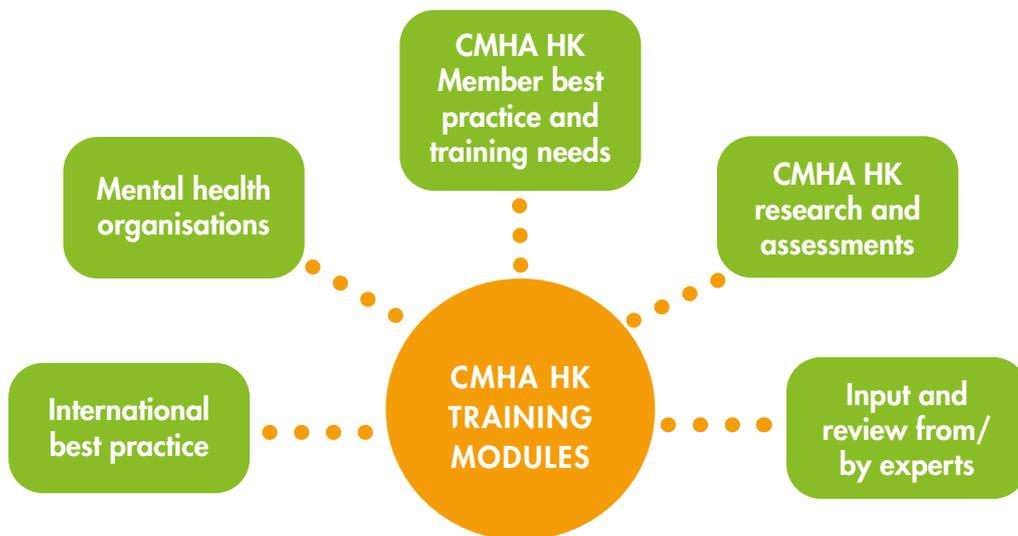
CITY MENTAL HEALTH ALLIANCE HONG KONG

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. Meet our current trainers [here](#).

Training offering overview

FOUNDATION MODULES: GENERAL EMPLOYEES

**F1: General Mental Health
Awareness (GMHA)**
Available via a series of digital clips

**F2: Successful Transition to
the Workplace**

THRIVING AT WORK MODULES: GENERAL

**TAW1:
Building
Resilience from
the Inside Out**

**TAW2:
Staying Mentally
Healthy in
Uncertain Times**

**TAW3:
Managing Stress**
Module is also
available with a focus
on COVID-19

MANAGER MODULES

M1: Manager L1

M2: Manager L2

MENTAL HEALTH FIRST AID (MHFA) MODULES

Intro to MHFA
An overview and Q&A session to
encourage enrolment in training

MHFA
MHFA is a 12 hour training, delivered
virtually or in-person

- CMHA HK Members receive 2 hours of training (or alternative engagements e.g. panel appearance) plus access to a series of digital clips on workplace mental health within a membership year.
- Additional training sessions can be arranged at a discounted rate for members.
- Training is delivered virtually or in-person and can be delivered in English, Cantonese or Mandarin.
- Our trainers are all mental health professionals.
- Training is also available for non-member companies.

Please contact the [Training Team](#) for more information.

Foundation 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 100 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.

Foundation 2

Successful Transition to the Workplace

New graduates face significant mental health challenges as they adjust to the demands of the workplace from managers, colleagues and themselves. Developed in partnership with a CMHA HK member, this module highlights the challenges faced by graduates as they transition to the corporate workplace and gives participants an opportunity to explore and share strategies to manage these. This interactive workshop explores the very different demands of the workplace, examines the effects of stress and how to manage these and provides an opportunity for participants to practice exercises that can support their mental health in the workplace.

Duration of training: 1 or 1.5 hours

Format: Virtual or in-person

Audience: Graduate employees

Language: English | Cantonese | Mandarin

Capacity: Up to 30

Topics covered will include:

- The very different demands of university and the workplace
- Stress and how it affects us physically and mentally
- Break-out session to discuss potential stressors and identify strategies to manage these
- Practice exercises that can support mental health in the workplace

This session is suitable for new employees transitioning from university to a corporate workplace.

Thriving at Work 1

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 100 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.

Thriving at Work 2

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 100 depending on delivery format

The training session covers:

- Examine what we have learned 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 working 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.

Thriving at Work 3

Managing Stress: 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 changing quarantine requirements and the implications for work and family commitments and how we can learn to adjust to this. Physical distancing and remote working 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 100 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, quarantining and isolation - tips on staying socially connected
- Managing remote employees - tips for managers and colleagues
- Resources available to support self and employees

This training module is suitable for employees at all levels.

Manager Level 1

Manager Mental Health Awareness

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.

Manager Level 2

Manager Mental Health Awareness

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 disclose mental health concerns
- Opportunity for role play to practise different conversational and strategic approaches
- Strategies to support an employee at work and their return to work following mental ill-health
- 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.

Introduction to Mental Health First Aid

Companies interested in training employees to become Mental Health First Aiders can use this informal information session to encourage employees to consider taking on this role within their organisation. Many employees may not have a clear understanding of what is covered in the MHFA course and how they can use what they have learned both in the work setting and in their family and social circles. The aim of this introduction session is to provide information on the course content, the need for MHFA'ers in the workplace and the community, and their role and responsibilities.

Duration of training: 45 minutes plus Q&A

Format: Virtual or in-person

Audience: All levels

Language: English | Cantonese | Mandarin

Capacity: 100

Topics covered will include:

- Prevalence of mental ill-health in the workplace and the community
- Impact of mental health stigma on individual help-seeking behaviour
- Awareness of mental ill-health can break down stigma and create healthy workplaces
- Mental Health First Aid course content and structure
- Role of the MHFA'er - first responder for mental ill-health crisis
- Why you should take the course

Mental Health First Aid

WHY DO A MHFA COURSE?

Mental Health First Aid provides you with knowledge and practical skills to support someone in a time of mental health crisis, giving you the confidence to act as a first-responder to support their mental health and then direct them to the care of trained mental health professionals if required.

Completing the MHFA training will give you a better understanding of mental illness. With this knowledge you can inform others and help to reduce the stigma that surrounds mental illness which can prevent people from seeking help early. The skills learned in this course can be applied beyond the workplace to provide support to family, friends and the wider community.

Key learning from the course includes:

- knowledge about a range of mental health conditions
- signs and symptoms to assess a mental health condition
- an Action Plan to guide you as you offer support.

You will also receive information on HK community services where you can direct someone to seek support.

All participants who complete the full 12-hour course receive an internationally recognised MHFA Certificate.

The course can be delivered:

IN PERSON

2 full days

OR

4 half days

VIRTUALLY

1

45 minute online introduction to the course with CMHA HK

2

7 hours of self-directed online learning (completed 1 week before commencing part 3)

3

5 hours of virtual training with a registered MHFA instructor (2x 2.5 hour sessions)

COURSE DESCRIPTION:

Mental health topics covered in this accredited course include:

- Mental health problems and the role of MHFA
- Depression
- Anxiety
- Substance use
- Psychosis

During the course participants receive instruction on how to support someone experiencing a mental health crises including:

- Suicidal thoughts and behaviours
- Panic attacks
- Severe psychotic states.

The course is delivered by trained and certified Mental Health First Aid instructors for CMHA HK.

COSTS:

- In-person course (up to 30 participants): HK\$28,000
- Virtual course (up to 15 participants): HK\$22,500

For more information, please contact City Mental Health Alliance Hong Kong: admin@cmhahk.org

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

CMHA HK Members

As part of membership, CMHA HK members receive two hours of training (or alternative engagements, e.g. panel appearance) plus access to our series of online digital training modules 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 two sessions are charged at a discounted member rate to cover CMHA HK costs and trainer fees. Please contact [us](#) to arrange a time to meet with the CMHA HK training team to discuss your training needs.

Non-Member Training

CMHA HK welcomes the opportunity to work with companies who are not members of the Alliance. If you would like to receive more detailed information on our training modules, or would like to discuss options for how we can deliver training in your organisation, please contact [us](#).

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.



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City Mental Health Alliance HK

The City Mental Health Alliance Hong Kong (CMHA HK) is a not-for-profit membership organisation. We are an alliance of businesses, working together with mental health experts and partner organisations, to achieve our vision that every workplace will protect, support and create positive mental health for their people.

We provide training, events, resources, research and practical support for companies wishing to create mentally healthy workplaces.

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.