

Design Document

Training Title: Handling Mental Health at Work: Promoting Well-Being and Productivity in the Workplace

Business Goal and Problem	The impact of poor mental health in the workplace is a major concern for businesses because since Covid, more than 75% of US workers have reported at least one symptom of a mental health condition or challenge. This can lead to several negative outcomes including decreased productivity, high employee turnover, and legal and financial risks. The goal is to foster a mentally healthy environment where employees can focus, be creative, and work effectively.
Target Audience	18-65 year olds, men and women working in corporate offices throughout the world
Learning Objectives	Terminal LOs: 1. Identify common mental health challenges at work. 2. Promote a supportive and open work environment. 3. Develop a personal mental health action plan. Enabling LOs:
Training Recommendation	Delivery Method: This training will be delivered via Virtual-Instructor Led on Zoom by using a PowerPoint Slide Deck. Approach: • Activities throughout the training
Training Time	60 minutes
Deliverables	• PowerPoint Slide Deck • Facilitator's Guide
Training Outline	Handling Mental Health at Work (Title Page) Objectives Self-Reflection Activity Why Mental Health Matters at Work

	Common Workplace Mental Health Challenges Workplace Stressors Activity Recognizing Signs of Mental Health Struggles Supporting Mental Health at Work Activity Creating a Supportive Work Environment Team Collaboration on Mental Health Activity Practical Tips for Employees Role of Managers in Supporting Mental Health Manager and Team Support Activity Work-Life Balance Check-In Activity Promoting a Healthy Work-Life Balance Mental Health and Productivity Activity Company-Wide Mental Health Initiatives Benefits of Prioritizing Mental Health Summary
Assessment Plan	Level 2 Assessment: Informal assessments through discussions and activities will check understanding of material being presented to be sure learners are grasping the material during the presentation. Level 3 Assessment: To be sure the learners can incorporate this training into their real-world jobs, the learners will utilize their personal and team action plans for growth in their workplaces. A survey will be sent out around 3 months after this VILT training to ask learners if they have implemented their action plans, as well as utilize resources offered by the company. Surveys will also be sent out to management to address how leadership is handling mental health since the training.