



Syncing Minds Legal Updates and Training Session Plan Template

How to use this template effectively:

1. Use as a guide for designing your legal updates and training sessions
2. Adapt the steps based on your organisation's needs and context
3. Update the sections in this template based on changes in law and legal guidelines
4. Customise the training material as per your organisation's culture and user's understanding level
5. Refer to this template before initiating any new session to ensure all necessary steps have been covered.

Legal Updates Plan:

Step 1: Identification of Legal Changes

- Stay updated on recent legal changes relating to mental health and wellbeing at workplaces through:
 - Newsletters
 - Internet research
 - Government updates

Step 2: Analysis of Legal Updates

- Analyse new/updated legal regulations for understanding its implications on current workplace practices
- Identify necessary changes or additions to existing policies.

Step 3: Documentation of Legal Updates

- Document recent legal updates in policy manuals
- Make amendments in existing policies in compliance with new guidelines/regulations
- Clearly state rationale for policy changes in documentation.

Step 4: Communication of Legal Updates

- Share updated policies with all staff through company emails or internal communication platforms
- Ensure clear and straightforward communication of policy changes and implications
- Encourage employees to reach out with any queries or concerns.



Training Session Plan:

Step 1: Develop Training Session Objectives

- Setting clear learning outcomes for training sessions, based on recent legal updates
- Ensuring objectives cater to enhancing understanding of mental health and wellbeing at work.

Step 2: Create Training Session Content

- Update training materials to reflect on new laws or guidelines
- Incorporate a mix of theoretical understanding and practical applications for better learning.

Step 3: Selection of the Trainer

- Choose trainers with a solid understanding of mental health and wellbeing, and the recent legal updates
- Trainers should be capable of facilitating constructive and empathetic discussions around mental health in the workplace.

Step 4: Training Session Delivery

- Deliver training in an engaging and interactive manner
- Include real-life scenarios or role-plays for improving practical understanding
- Encourage questions, discussions, and sharing of experiences.

Step 5: Post Training Session Evaluation

- Gather feedback from participants regarding their learning experience
- Regularly evaluate and update training content based on feedback
- Assess the impact of training on the organisation's mental health and wellbeing initiatives.

Step 6: Plan for Follow-up Sessions

- From the feedback, identify areas that need further clarification or deep dives
- Plan for follow-up sessions as needed to reinforce learning and application in the workplace.

This template is linked to many other templates and how-to guides available to you. When working on each step be sure to go back into the Syncing Minds member portal and review how those other how-to guides and templates can assist you.