



PROGRAM SYLLABUS

Mental Health and Psychological Safety at Work Master Certificate Program

An overview

This 10-part Master Certificate Program is developed by leading psychologists and mental health professionals so you know you are receiving the most up to date and clinically sound information on the market today. The interactive modules explain the many aspects related to workplace mental health and clinicians provide clear guidance on how to optimally address these delicate and complex issues within a work setting. Testing and Certification ensures knowledge transfer.

Total Completion Time: 8 Hours

Curriculum Structure



Module 1

An Introduction to Mental Health and Psychological Safety at Work

Module 2

Assess risks and Vulnerabilities to Mental Health

Module 3

Understanding Mental Health issues in the Workplace

Module 4

Supporting Employee Mental Health: A Program for Managers

Module 5

Identifying and Managing Addictions in the Workplace



Module 6

Principles of Prevention: A New Model to Promote Psychological Safety

Module 7

Managing Change: Principles and Best Practices

Module 8

Management of Trauma and Critical Incidents in the Workplace

Module 9

Best Practices for Stress Management & Mindfulness in the Workplace

Module 10

Action Plan for Implementing Mental Health and Psychological Safety in Your Workplace

A detailed look

Module 1: An Introduction to Mental Health and Psychological Safety

Duration: 35 Minutes
Learning Objectives

Mental Health issues are complex. But when you throw workplace dynamics, culture and environment into the mix, it presents unique challenges to leaders.

In this course you will:

- Learn about stigma and how it leads to discrimination
- Understand the link between psychological safety and mental health
- How a toxic work environment causes mental health issues
- How to create a mentally healthy and psychologically safe workplace
- Receive a Checklist of 10 markers to assist implementation of best practices

Module 2: Assessing Risks and Vulnerabilities to Mental Health

Duration: 1 Hour
Learning Objectives

There are many factors in a workplace that create vulnerability to employee mental health issues including bullying, harassment, micromanaging, leadership styles, workload and conflict, to name a few.

In this course you will:

- Identify and understand the impact of workplace experiences and influences that contribute to the breakdown in psychological safety and employee mental health;
- Complete the Workplace Psychological Health and Safety Risk Assessment to build awareness of vulnerabilities in your workplace through identification of variables that impact employee mental health

A detailed look

Module 3: Understanding Mental Health Issues in the Workplace

Duration: 35 Minutes
Learning Objectives

In this foundational course by leading psychologist Dr. Stephanie Bot, participants will gain a broad foundational understanding of the various mental disorders and how you may see them present in the workplace.

You will learn to:

- Understand stigma and ways to overcome it
- Identify 6 common mental disorders that typically present in the workplace
- Recognize signs of difficulty in employees/colleagues
- Learn how to approach and support colleagues/employees who may have a mental health issue
- Identify the barriers for employees in seeking and receiving help
- Learn about support resources

Module 4: Supporting Employee Mental Health: A Program For Managers

Duration: 40 Minutes
Learning Objectives

This insightful and practical management training course provides a necessary foundation for understanding how to manage and support mental health in the workplace. Participants will learn practical skills and scripts, receive a downloadable document to assist in preparing a Return to Work Plan after a mental health related leave, as well as learn the 10 Pillars necessary for building a solid business case for supporting mental health at work.

You will:

- Understand the impact and consequences of Mental Health issues on employees, colleagues and the organization
- Learn manager boundaries in addressing mental health issues at work
- Identify the 3 crucial roles managers can take in creating a mentally healthy and psychologically safe workplace
- Understand how to manage performance as a means of supporting mental health
- Learn how to "start the conversation" with an employee and a script for compassionately supporting them
- Identify what to do and not do when creating a Return to Work (RTW) and Accommodation Plan
- Download a RTW and Accommodation template
- Learn how to manage workplace Culture as a means of supporting mental health of employees
- Understand the 10 Pillars managers can utilize in building a solid business case for senior leaders

A detailed look

Module 5: Identifying and Managing Addictions at Work

Duration: 1 Hour

Learning Objectives

Very few workplaces are untouched by addictions, so whether it is you or someone you know or work with that struggles with substance abuse, this course will teach you:

- The causes and contributors to addictions
- The impact of addictions on the workplace
- Best practices to manage addictions
- The role of work culture in addictions
- How addictions are identified in the workplace
- Balancing addictions and human rights
- Appropriate interventions

Module 6: Principles of Prevention: A New Model to Promote Psychological Safety at Work

Duration: 35 Minutes

Learning Objectives

Harassment and aggressive or passive aggressive leadership styles are the greatest contributor to mental health issues and lack of psychological safety in workplaces. Prevention strategies and programs are the best way to combat this workplace hazard.

In this course you will learn about:

- Microaggressions and how they contribute to a psychologically unsafe workplace
- The link between aggressive behaviour and a toxic work culture
- The role of harassment in mental illness
- 4 reasons harassment flourishes in organizations
- Overcoming barriers to reporting
- A new model to promote psychological safety

A detailed look

Module 7: Managing Change: Principles and Best Practices

Duration: 30 Minutes
Learning Objectives

Managing change in an organization is a complex undertaking, so it is helpful to understand the foundational principles before embarking on the change process. This comprehensive course helps you assess yourself, your organization and the change process to be able to plan and implement change effectively.

In this seminar you will:

- Recognize the key barriers that prevent successful change management
- Understand the skills and best practices required by your "Change Agents" to lead change effectively
- Learn core Principles and Best Practices for communicating change and overcoming resistance to change in an organization

Module 8: Management of Trauma and Critical Incidents in the Workplace

Duration: 40 Minutes
Learning Objectives

Critical Incidents hit without warning and lead to traumatic responses in those affected by them. These events can include experiencing or witnessing violence, natural disasters, pandemics, murder or suicide and serious accidents, to name just a few.

In this course you will:

- Understand critical incidents, critical incident stress and psychological trauma
- Critical incidents and Posttraumatic Stress Disorder (PTSD)
- Direct Exposure to the Trauma, Cumulative Effect of Trauma and Vicarious Traumatization
- Emergency Response Plans
- Critical Incident Stress Debriefing (CISD)

A detailed look

Module 9: Best Practices for Stress Management & Mindfulness in the Workplace

Duration: 1 Hour and 15 Minutes

Learning Objectives

In this informative, inspiring and practical course, psychologist Dr. Chayim Newman will teach you the key principles of Mindfulness and Stress Management as well as strategies for integrating them into your workplace and personal life.

In this course you will:

- Understand stress and its impact on you and others in the workplace
- Use mindfulness to noticeably reduce stress in your everyday work life
- Learn specific skills and strategies to manage stressful situations
- Experience a mindfulness meditation, guided by Dr. Chayim Newman

Module 10: Action Plan for Implementing Mental Health and Psychological Safety in Your Workplace

Duration: 1 Hour and 30 Minutes

Learning Objectives

The 10th and final course in this certificate program brings together the concepts, skills and knowledge learned throughout the program. You will download your own Action Plan workbook and be guided to formulate specific action items to integrate best practices in your workplace. On successful completion of this Action Plan you will receive your Master Certificate in the Management of Mental Health and Psychological Safety.

Meet Your Presenters

Dr. Stephanie Bot
C. Psych., Psychoanalyst



Dr. Stephanie Bot is Chief Psychologist at Dr. Bot and Associates, Director of Clinical and Professional Training for the Psychotherapy Program at the Toronto Institute for Contemporary Psychoanalysis (TICP), and co-founder of Workright.

Dr. Bot brings 20 years of clinical experience, business consulting, and curriculum expertise to developing Workright's elite training programs, including the globally recognized Harassment Education Advisory Response Team (HEART) Program and a comprehensive online library of transformational e-learning courses with a unique psychological foundation.

Dr. Bot is a board member, fundraiser, and creator of a 3-year psychotherapy program and free community mental health clinic for the TICP, receiving approval from the Ministry of Training Colleges and Universities and the College for Registered Psychotherapists.

She is a published author in peer-reviewed journals and a featured speaker and lecturer who has presented her innovative approach to harassment and mental health in the workplace with co-founder Donna Marshall M.A. to the Ministry of Labour, Canadian Mental Health Association, The Human Resource Professional Association, Health and Safety Associations and the Canadian Bar Association, among others.

Meet Your Presenters

Donna Marshall

M.A., Counselling Psychology



Donna Marshall is a thought leader, professional speaker, lecturer, curriculum developer, and writer specializing in mental health, harassment, psychological safety, and interpersonal skills training.

Along with Dr. Stephanie Bot, she developed the groundbreaking Harassment Education Advisory Team program to manage and prevent harassment in the workplace. She wrote and facilitated leadership curricula for the Humber Institute of Technology and Advanced Learning and has appeared numerous times on a CBC television affiliate as a specialist in bullying and harassment. Donna served as Chair of the Human Resource Professionals Association (HRPA) Toronto Committee on Leadership, spearheading a province-wide assessment of HR Leaders and contributing to developing a curriculum of programs in response to the results.

Her articles on bullying and harassment in the workplace are published in HR Professional magazine. She has presented at the Mental Health Commission of Canada, Lancaster House, legal and HRPA conferences, Health and Safety forums, and other notable national and international conventions. Donna regularly consults and advises organizations on how to develop and implement programs on mental health and psychological safety in the workplace. As a mental health clinician in private practice, she also treats clients on an individual basis.

Meet Your Presenters

Dr. Chayim Newman
C. Psych.



Dr. Chayim Newman holds his PhD in Clinical Psychology from Yeshiva University. He completed his Residency at London Health Sciences Centre and has worked in numerous respected clinical settings including New York Presbyterian Hospital, Montefiore Medical Center, The Albert Ellis Institute and Memorial Sloan-Kettering Cancer Center. He has studied mindfulness and meditation disciplines with several of this generation's preeminent teachers and Dr. Newman regularly delivers lectures and seminars on meditation, mind-body health and well-being.

Dr. Newman's clinical practice focuses on the use of Cognitive Behavioral Therapy as well as other therapeutic modalities (ACT, Mindfulness, traditional psychotherapy) in the treatment of difficulties with anxiety and stress, mood and depression, addiction and substance use, relationships, coping with chronic or stress-related medical illness, and other psychological/emotional issues.

Additionally, Dr. Newman is involved in the development and implementation of stress-management and performance-enhancement programs for professionals in the corporate sector and the entertainment industry. He works extensively with performing artists and professional musicians, helping them to manage stress and mind-body health.

Grow in your understanding

If you would like support in implementing a Mental Health and Psychological Safety Program in your organization, live web consultation with one of our experts is available for an additional fee.

Contact us for more information.



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