



T&L Times

Well Being Edition 2— 22nd April 2020

Welcome

With the country in the first week of the second three week lockdown, it is vitally important that we consider the well being of ourselves, our learners and their families. With this in mind we have created our second T&L times linked solely to well being. As always we start with an uplifting quote.

“Your attitude is either the lock on or key to the door of success”

Dennis Waitley



Healthy Home Help

Healthy Home Practices' reviews the purpose for social distancing and how to thrive during this stay-at-home time with good personal habits and thoughtful family interactions such as maintaining schedules, self-control, managing anxiety, sharing the housework and being pleasant,

A big thank you to our therapy assistant Elin Persson for recommending this resource. To access the resource click on the following link: <https://www.youtube.com/watch?v=mcr-OC5kOUE>

Top Tips

Ellie Quare has recommended this week a site called <https://freestafftraining.co.uk/>. These courses are free and cover a range of credited E-Learning courses. The two particularly recommended ones which link to well being are Mental Health First Aid and Counselling Skills. By going onto the website (link above) you should be able to sign up and undertake any of the courses which are currently on offer.



free staff training

Rivermead Recommends

Frances Akinde at Rivermead recommends a range of resources from the [PSHE association](https://www.pshe.org.uk/). They have a range of lesson plans which cover mental well being also some great PowerPoints on:

Lessons in key stage 1 and 2 include teaching about:

- Identifying and talking about feelings
- Understanding how feelings affect behaviours
- Strategies to manage feelings
- The link between mental and physical health
- Managing the transition to secondary school

Lessons in key stage 3 and 4 include teaching about:

- Challenging stigma related to mental health
- Promoting emotional wellbeing and healthy coping strategies
- Developing 'digital resilience' in the context of online pressures
- Reframing negative thinking
- Awareness of unhealthy coping strategies such as self-harm and eating disorders
- Awareness of common mental health concerns such as anxiety and depression

Cracking CPD

We have been able to secure some high quality CPD via Hays Education who are offering a range of free modules around remote working. The modules they are offering are very short but cover a range of ideas. The modules currently being offered are:

Remote Working

<u>Name of module</u>	<u>Description</u>
Managing Virtual Teams	<i>5 minutes</i> – This course looks at the benefits and challenges of working in a virtual team, the importance of a clear communication plan and the role of the manager in ensuring the team's success.
Collaborative Working	<i>15 minutes</i> – This module explores the reasons for collaboration in the workplace, the different types of collaboration and the key to successful collaboration, including establishing a strong team and picking the right tools for the job.
The Adventures of the Lone Ranger	<i>20 minutes</i> – Lone Worker training is an essential part of all workplace risk management and is vital for those who employ or manage someone who is required to work in isolation from others or without direct supervision.
Contributing as a Virtual Team Member	<i>18 minutes</i> – In this course, you'll learn how to develop the skills you need to be an effective member of a virtual team.
Plan Your Day In 18 Minutes	<i>18 minutes</i> – We all need rituals and structure to calm down, focus, and be more productive. In this course, you'll learn how to set your intention, check in with yourself, and accomplish goals, all in the most time-efficient way possible.

If you would like to undertake one of these modules then e-mail me on dadsp001@rivermeadinclusivetrust.org and I'll get you enrolled on the course.

Rivermead Recommends

Mind have created a great set of resources to support your well being and mental health at work. They have the following resources which might be useful. Click on the titles to go to the resources available .



[How to be mentally healthy at work](#)—Explains how you can be mentally healthy at work, giving practical suggestions for what you can do and where you can go for support.

[How to manage stress](#)—It explains what stress is and how it can be managed. It also includes ways that you can help yourself and how to get support.

Wonderful Well Being

Hays Education are also offering a range of free courses around Well Being. Currently they are offering the following courses:

Well Being

<u>Name of module</u>	<u>Description</u>
Life Balance	<i>15 minutes</i> – Help your staff improve their work-life balance with a case study, advice, tips and a range of interactive questions.
Healthy Living	<i>15 minutes</i> – This course helps your teachers learn more about health and wellbeing and how to optimise it at work.
Mindset	<i>15 minutes</i> – Course that explores the different types of mindset and how to modify them, to make a positive impact on your teacher's lives.
Attitude	<i>10 minutes</i> – This course details how your teachers can consciously influence their attitude to the best possible effect. They will learn about ways to improve attitude, deal with change and regain motivation.
Stress	<i>25 minutes</i> – This course looks at sources of stress and its behavioural and health indicators, before exploring ways in which staff can reduce stress levels.
Resilience	<i>15 minutes</i> – This course is designed to help staff develop a better understanding of how to be resilient in the face of adversity, by bending instead of breaking under pressure.
Relaxation	<i>15 minutes</i> – The relaxation course explores different techniques to help your staff relax and highlights the benefits of rest and recovery from the stresses of everyday life.
Prioritisation	<i>15 minutes</i> – The art of prioritisation: what comes first. This course looks at the art of prioritisation and offers some basic principles to help with organisation.
Mindfulness	<i>15 minutes</i> – Explores the different types of mindset and how to influence them for more positive effects.
Yoga	<i>15 minutes each</i> – This course includes seven short daily yoga routines, which can help aid relaxation and invigorate body and mind.

If you would like to undertake one of these modules then e-mail me on dadsp001@rivermeadinclusivetrust.org and I'll get you enrolled on the course.

Digestible Documents

This week we look at an article about stress in the workplace and what you can do to try to alleviate it.

Stress in the Workplace

Whatever your work demands, there are steps you can take to protect yourself from the damaging effects of stress, improve your job satisfaction, and bolster your well-being on and off the job.

When is workplace stress too much? Stress isn't always bad. A little bit of stress can help you stay focused, energetic, and able to meet new challenges in the workplace. It's what keeps you on your toes during a presentation or alert to prevent accidents or costly mistakes. But in today's hectic world, the workplace too often seems like an emotional roller coaster. Long hours, tight deadlines, and ever-increasing demands can leave you feeling worried, drained, and overwhelmed. And when stress exceeds your ability to cope, it stops being helpful and starts causing damage to your mind and body—as well as to your job satisfaction.

You can't control everything in your work environment, but that doesn't mean you're powerless, even when you're stuck in a difficult situation. If stress on the job is interfering with your work performance, health, or personal life, it's time to take action. No matter what you do for a living, what your ambitions are, or how stressful your job is, there are plenty of things you can do to reduce your overall stress levels and regain a sense of control at work.

Common causes of workplace stress include:

- Fear of being laid off
- More overtime due to staff cut-backs
- Pressure to perform to meet rising expectations but with no increase in job satisfaction
- Pressure to work at optimum levels—all the time!
- Lack of control over how you do your work

Stress at work warning signs

When you feel overwhelmed at work, you lose confidence and may become angry, irritable, or withdrawn. Other signs and symptoms of excessive stress at work include:

- Feeling anxious, irritable, or depressed
- Apathy, loss of interest in work
- Problems sleeping

- Muscle tension or headaches
- Stomach problems
- Social withdrawal
- Loss of sex drive
- Using alcohol or drugs to cope

Tip 1: Beat workplace stress by reaching out

Sometimes the best stress-reducer is simply sharing your stress with someone close to you. The act of talking it out and getting support and sympathy—especially face-to-face—can be a highly-effective way of blowing off steam and regaining your sense of calm. The other person doesn't have to “fix” your problems; they just need to be a good listener.

Turn to co-workers for support.

Having a solid support system at work can help buffer you from the negative effects of job stress. Just remember to listen to them and offer support when they are in need as well. If you don't have a close friend at work, you can take steps to be more social with your coworkers. When you take a break, for example, instead of directing your attention to your smartphone, try engaging your colleagues.

Lean on your friends and family members.

As well as increasing social contact at work, having a strong network of supportive friends and family members is extremely important to managing stress in all areas of your life. On the flip side, the lonelier and more isolated you are, the greater your vulnerability to stress.

Build new satisfying friendships.

If you don't feel that you have anyone to turn to—at work or in your free time—it's never too late to build new friendships. Meet new people with common interests by taking a class or joining a club, or by volunteering your

time. As well as expanding your social network, helping others—especially those who are appreciative—delivers immense pleasure and can help significantly reduce stress.

Tip 2: Support your health with exercise and nutrition

When you're overly focused on work, it's easy to neglect your physical health. But when you're supporting your health with good nutrition and exercise, you're stronger and more resilient to stress.

Taking care of yourself doesn't require a total lifestyle overhaul. Even small things can lift your mood, increase your energy, and make you feel like you're back in the driver's seat.

Tip 3: Don't skimp on sleep

You may feel like you just don't have the time get a full night's sleep. But skimping on sleep interferes with your daytime productivity, creativity, problem-solving skills, and ability to focus. The better rested you are, the better equipped you'll be to tackle your job responsibilities and cope with workplace stress.

Tip 4: Prioritize and organize

When job and workplace stress threatens to overwhelm you, there are simple, practical steps you can take to regain control.

- **Create a balanced schedule.**
- **Leave earlier in the morning.**
- **Plan regular breaks.**
- **Establish healthy boundaries.**
- **Don't over-commit yourself.**

Task management tips for reducing job stress

- **Prioritize tasks.**
- **Break projects into small steps.**
- **Delegate responsibility. .**
- **Be willing to compromise.**

Tip 5: Break bad habits that contribute to workplace stress

- Resist perfectionism.
- Flip your negative thinking
- Don't try to control the uncontrollable.
- Look for humour in the situation
- Clean up your act.

The full article can be read by clicking [HERE](#)