<table>
<thead>
<tr>
<th>Programme</th>
<th>Duration</th>
<th>Details</th>
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<tbody>
<tr>
<td>Mental Health Workshop (all staff)</td>
<td>1 hour</td>
<td>Please see Appendix 1 for list of workshops provided. Max.: 24 pax; Min.: 10 pax</td>
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<tr>
<td>Mental Health Workshop for Leaders (leaders &amp; management)</td>
<td>4 hours</td>
<td>Objectives • Taking a systematic approach to workplace mental health • Identifying staff in distress and • Addressing Workplace Stigma • Tips on building safe workplace environments Max.: 24 pax; Min.: 10 pax</td>
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<tr>
<td>Peer Support Training (all staff)</td>
<td>2 days</td>
<td>Objectives • 2 day training for peer staff supporters Max.: 24 pax; Min.: 10 pax</td>
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<tr>
<td>Suicide Alertness for Everyone (safeTALK) (all staff)</td>
<td>4 hours</td>
<td>Objectives • Helping staff identify persons with thoughts of suicide and connect them with suicide first aid resources Max.: 30 pax; Min.: 15 pax</td>
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Notes
a) Requests for proposed date(s) of training shall be made in writing by the client to NUS Health and Wellbeing (HWB) at least 1-3 months before course commencement.
b) Confirmation of acceptance of the training date(s) shall be made in writing by the client to NUS HWB at least 1 month before course commencement. Such confirmation shall be accompanied by all necessary trainee details and registration forms, where appropriate.
Appendix 1

Programme List

1. Mindful Not Mind Full
   This workshop helps you understand the benefits of practicing Mindfulness in our daily lives. Through interactions and experiential learning, participants get the opportunity to try out mindfulness techniques under the guidance of trained professionals.

2. Immersive Mindfulness Workshop
   This experiential workshop covers a range of different relaxation techniques. It combines mood lighting, music, and aromatherapy to create a safe and relaxing environment where stress melts away.

3. Mindful Eating
   We often talk about mindful breathing, but can we be mindful while eating? Learn tips on how we can apply mindfulness in other areas of life, starting with how we eat!

4. Beat Stress Before It Beats You!
   "OMG I'm so stressed." "Can stress kill us?" "Is it always a bad thing?" Find out how we manage our stress and transform some of that bad stress into good stress!

5. EQ Or IQ? Harnessing The Power Of Emotional Intelligence
   Which is better — EQ or IQ? How can we be more aware of our emotions and the emotions of those around you? This workshop covers tips and tricks on how we can better master our emotions and unlock the power of emotional intelligence.

6. One New Friend Request: Social Support, Connectedness And Building Of Psychologically Safe Spaces
   Do the number of friends you have on social media correlate to how socially connected you feel? This workshop explores the importance of social connectedness, what it means and its impact on our wellbeing.

7. Sparking Joy And Optimism
   Optimists are known to live longer and have better emotional health. Learn tips and trick to look on the bright side of life!

8. Training Your Inner Dragon: Anger Management
   Blood boiling? Can't think straight? Experiencing anger is normal. Learn how to recognize what triggers your anger and express anger in healthy and constructive ways.
9. Uncertainty And Fear Of The Unknown
Why are we afraid of the dark? This workshop unpacks uncertainty and shares tips on how to better manage our anxieties and fears in the face of the unknown.

10. Me, Myself And I: Self-Esteem
Constantly plagued with feelings of self-doubt and imposter syndrome? Learn simple and effective techniques to boost self-esteem and challenge these unhelpful thoughts.

11. Understanding Anxiety And Depression
Feeling down? Feeling worried? When and how should I seek help? Learn about the signs and symptoms of anxiety and depression and learn how to spot warning signs to reduce the risk of developing illnesses.

12. Forging A Sword: Grit And Resilience
What sets someone up for success? How can I manage in the face of failure? Learn to develop a growth mindset and the importance of grit and resilience.

13. Say Yes to Quality Sleep!
This workshop busts myths on sleep and teaches participants a range of different techniques on how to get better quality sleep.

14. When Does Nap Become Sleep And Sleep Become Nap?
Find out more about good sleep hygiene and napping habits in this workshop, as we introduce effective hacks to fine-tune our body for optimal performance and better engagement.

15. Paralyzed By Perfectionism
Being a perfectionist can give us the motivation to push further in our endeavours but can sometimes leave us feeling burnt out and depressed. Learn how to manage the overwhelming need to be perfect!

16. Yoga for Ergonomic Health
Learn about ergonomics health the fun way! Though yoga! Learn helpful ways to stretch your body to optimize ergonomic health.

17. Workplace Ergonomics
By understanding the principles behind human physiology and psyche, we can take steps to unlock our potential and level-up our performance both at work and at home. In this session, we will talk about ergonomics and multitasking.
18. Self-Care And You!
Have you taken some me time for yourself today? No? Now... BREATHE IN. BREATHE OUT. There, a tiny, tiny bit of self-care done. Learn how to care for yourself and those around you near and far with proven strategies for recognizing and managing distress.

19. Fizzle, Sizzle, Pop: Managing burnout
Feeling drained all the time? Could you be burning out? This workshop teaches participants about the different stages of burnout and what we can do to help us recharge our batteries.

20. Dealing With Addiction: Alcohol, Gambling And The Internet
How many times did you reach out for your phone today? Do you find yourself always craving a drink after work? How many times must I go to the casino before it becomes a problem? Learn about the common types of addiction, when it becomes a problem, and effective intervention strategies.

21. Not Happy Ah?: Effective Conflict Management
Facing difficulties dealing with customers, clients, and people at work? This workshop uncovers common factors that contribute to conflict at work, types of difficult individuals and effective conflict management techniques.

22. Relax, Relax, Relax
Learn and practice a range of relaxation techniques and how to overcome things that get in the way of us truly becoming relaxed.
Mental Health Leadership Training
This workshop trains senior leadership to approach workplace mental health in a strategic fashion. Workplace mental health issues can be avoided through early intervention and treatment. Participants will learn how workplace leaders can improve their ability to identify and effectively address problems to minimize mental health issues at work.

Objectives:
- Taking a systematic approach to workplace mental health
- Examples of effective workplace programmes and strategies
- Learning from the NUS case study
- Understanding on the ground challenges in programme implementation
- Addressing Workplace Stigma
- Tips on building safe workplace environments

LivingWorks Suicide Alertness for Everyone (safeTALK) Programme
LivingWorks safeTALK is a 4hr workshop featuring powerful presentations, audiovisuals, and skills practice. Participants will lead how to prevent suicide by recognizing signs, engaging someone, and connecting them to an intervention resource for further support.

Objectives:
- Identify persons with thoughts of suicide
- Connect persons with thoughts of suicide to suicide first air resources
Peer Staff Support Training
Create a community of peer support and care for colleagues in need by building a community where all employees feel safe to talk about their concerns and be able to access the help they need safely and confidentially. This programme equips employees with the skills to become effective peer supporters.

Objectives:
- Aims to help create a community of peer support and care for colleagues
- Builds a community where all employees feel safe to talk about their concerns and be able to access the help they need safely and confidentially.
Thank you for your interest in our training programmes. In order to meet the growing demands for training, we have put together the timeline for requests below. This is to ensure that we can accommodate both the development and the delivery of the training programmes in a timely manner.

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Details</th>
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<tbody>
<tr>
<td>Current programmes offered</td>
<td>Min. 4 weeks in advance (except for Peer Staff Supporter training which requires min. 8 weeks advance notice)</td>
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<tr>
<td>Programmes that require minor customizations/ revisions</td>
<td>6-8 weeks in advance</td>
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<tr>
<td>Brand new programmes that requires significant changes/customizations</td>
<td>8-12 weeks in advance</td>
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