Ontario Psychological Association Certificate Program

Management of Workplace Mental Health and Psychological Safety
2016

Developed by
Dr. Stephanie Bot, C. Psych., Psychoanalyst
President of Bizlife Solutions
Member, Ontario Psychological Association

Approved for 18 HRPA CPD Credits
Overview of Curriculum and Workshop Objectives

Session I: 
The Pillars of a Psychologically Safe Workplace

DATE: 
Thursday, March 3, 2016, 9 am to 12 pm

Light refreshments provided
3 HRPA Credits

Workshop Objectives:

• Review the important factors in the implementation of a program for a mentally healthy and psychologically safe workplace;
• Outline the National Standard for Psychological Health and Safety in the Workplace;
• Identify and review the pillars necessary to create a mentally healthy workplace;
• Review the role of human resource professionals and leaders in fostering a mentally healthy and psychologically safe workplace.

Understanding Mental Disorders in the Workplace

• Identify the different types of mental disorders and how they present in the workplace (examples: substance abuse, depression, anxiety, PTSD, psychoses, psycho-social problems, etc.);
• Recognize signs of difficulty in employees;
• Identify the barriers for employees in seeking and receiving help;
• Review the appropriate response to employees who may have a mental disorder and the provision of support and resources within the context of the workplace;
• Identify boundary issues and the need to maintain employee/employer privacy and confidentiality; and,
• Identify the need for accommodations and return to work strategies;
• Learn about reducing stigma

Presenters

Ms. M. Janet Kasperski, RN, MHSc, CHE. CEO, Ontario Psychological Association
Dr. Stephanie Bot, C. Psych., Psychoanalyst. President, BizLife Solutions
Ms. Donna Marshall, MA. Chief Executive Officer, BizLife Solutions
Dr. Nadia Aleem, MD, Psychiatrist, CAMH (To be confirmed)
Session 2: 
Mental Health in the Workplace: Liability, Legislative Standards and Obligations

DATE:
Friday, April 1, 2016, 9 am to 12 pm

Light refreshments provided
3 HRPA Credits

Workshop Objectives

• Understand liability issues and recent judgments and damages awarded regarding psychological safety in the Ontario workplaces;
• Review the Ontario “Occupational Health and Safety Act”;
• Identify the obligations of workers, employers and stakeholders regarding their individual and collective responsibilities for establishing and maintaining a mentally healthy and psychologically safe workplace;
• Identify the duties that companies have to accommodate the special needs of workers with occupation stress injuries;
• Learn about the “National Standard for Psychological Health and Safety in the Workplace”;
• Review the vital criteria included in a culture survey to assess risks and vulnerabilities to mental health and psychological safety;
• Review the methods used to identify areas in need of change;
• Learn how to manage those risk factors that cannot be eliminated due to job functions and other factors (i.e., first responders).

Presenters

Ms. Judy Hamilton LL.B., Senior Lawyer, Friedman Law Professional Corporation
Ms. Donna Marshall, M.A., CEO BizLife Solutions
Session 3:
Principles of Prevention: A New Model to Build a Culture of Respect and Psychological Safety

DATE:
Friday, April 29, 2016, 10 am – 12 pm

Light refreshments provided
2 HRPA Credits

Workshop Objectives

• Review the costs to employers associated with incidences of psychological injuries;
• Recognize the importance of building a culture of respect to foster mental health and psychological safety and to improve the “bottom line” as well as addressing the Standard for Psychological Health and Safety in the Workplace;
• Review the essential factors required in building a culture of respect (interpersonal communications, active listening, conflict resolution, accountability, sensitivity, etc.)
• Review the common shortcomings in policies and procedures regarding the responses to harassment, bullying and other hostile communications that increase the risk of psychological harm;
• Present the importance of adequate WSIB and other insurance coverage for the organization and for its employees; and,
• Develop the knowledge and skills to prevent and manage incidents to decrease the risk of psychological harm to individuals and organizational risks and liabilities through the principles of the MH-HEART program (Mental Health – Harassment Education Advisory Response Team program)

Presenters

Dr. Stephanie Bot, C. Psych, Psychoanalysis, President of BizLife Solutions
Ms. Donna Marshall M.A. CEO of BizLife Solutions
Session 4:
Best Business Practices to Promote Mental Health in the Workplace

DATE:
Friday, May 27, 2016, 9 am – 12 pm

Light refreshments provided
3 HRPA Credits

Workshop Description

- Present strategies to establish the buy-in and alignment at each level in the organizational hierarchy;
- Understand the importance of an organizational specific Return on Investment for creating a psychologically healthy workplace;
- Recognize the importance of adhering to the principles of leadership, governance and management to support a psychologically healthy workplace;
- Identify the key workplace environmental benchmarks that support mental health in the workplace (including job satisfaction ratings, employee engagement and empowerment, workload management, performance management and appraisals, etc.); and,
- Review change management strategies to create and sustain a psychologically healthy workplace.

Presenters

Ms. M. Janet Kasperski RN, MHSc, CHE, CEO, Ontario Psychological Association
Ms. Suzanne Schell, CEO of the ROI Institute of Canada
Session 5: Be Prepared – Responding to Critical Events and Crises

DATE: Friday, June 24, 2016, 10 am – 12 pm

Light refreshments provided
2 HRPA Credits

Workshop Objectives:

• Define the elements that constitute a critical event, incident or crisis (e.g. a suicide, death, robbery/fraud, scandal, violence, etc.) that has a potential negative impact on the well-being of employees;
• Identify methods for determining who may have been affected by a critical incident (hard skull, soft skull) and the typical reactions that may occur;
• Review the importance of developing an internal and external communication plan and the skills needed to communicate effectively during times of crisis;
• Identify intervention strategies, responses and others who may have been impacted upon by the event; and,
• Focus attention of the means to mitigate fallout in the organization, including low morale, fear, uncertainty, erosion of trust, PTSD and other mental disorders, etc.

Presenter

Psychologist, To be confirmed
Session 6:
Prevention – Improving Employee Wellness to Support Mental Health in the Workplace

DATE:
Friday, July 22, 2016, 9 am – 12 pm

Light refreshments provided
3 HRPA Credits

Workshop Description:

• Understand the direct link between mental health and wellness;
• Review the relationship between sleep and mood;
• Identify the impact of food intake on mood and easy to implement tips to promote healthy eating in the workplace; and,
• Provide an overview of the strategies to integrate wellness practices (i.e. exercise, ergonomics, injury prevention, etc.) to increase health and wellness in the workplace.
• Identify the indicators of stress in a workplace environment
• Review workplace stress management strategies (i.e. mental health breaks and days, workload and time management, lunch and learn, etc.,)
• Identify how the principles of mindfulness can be applied in the workplace; and,
• Provide an opportunity to experience how mindfulness reduces stress through a live practical demonstration.

Presenters

Dr. Dwight R. Chapin, B.Sc., D.C., ACO, ART®, CEO Highpoint Wellness Centre
Dr. Chayim Newman, C. Psych. (Supervised Practice) Faculty BizLife Solutions
Session 7:
Bringing It All Together: Developing an Action Plan to Promote Mental Health in the Workplace

DATE:
Friday, September 16, 2016, 10 am – 12 pm

Light refreshments provided
2 HRPA Credits

Workshop Objectives:

• Review and summarize the principles and components of creating a mentally healthy and psychologically safe workplace and the National Standard for Psychological Health and Safety in the Workplace;
• Identify key indicators to prevent manage and promote mental health in the workplace; and,
• Complete the template provided to create a company Mental Health and Psychological Safety action and implementation plan by working in groups, facilitated by OPA and BizLife professionals

Presenters

Ms. Donna Marshall, M.A., CEO of BizLife Solutions
Ms. Jan Kasperski, RN, MHSc, CHE, CEO, Ontario Psychological Association

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Ontario Psychological Association (OPA) Certification Program

OPTION I: OPA Certificate of Attendance

Attendees of all 7 courses will receive a Certificate of Attendance.

Cost:
$1,750 (Non OPA/HRPA Members)
$1,575 (HRPA/OPA Members)

OPTION II: OPA Certificate in the Management of Workplace Mental Health and Psychological Safety

This certification program is aimed at HR Professionals, senior and middle managers, business leaders and other professionals to provide the grounding they need to lead a change process to create an environment that promotes mental healthy and psychologically safe workplaces.

Requirements:

• Attendance at the entire 7 part series of workshops (i.e. a minimum of eight (5) workshops in person and, should the participant miss one or two workshops they access the online version of the workshop through the BizLife Institute).

• Completion of a professional development action plan that incorporates the strategy and implementation of an initiative to create a psychologically healthy workplace. The action plan could be applied to the current workplace of the participant or to a hypothetical workplace, depending upon his/her position and work environment.

Cost:
$1,950 (Non OPA/HRPA Members)
$1,755 (OPA/HRPA Members)

All costs plus HST