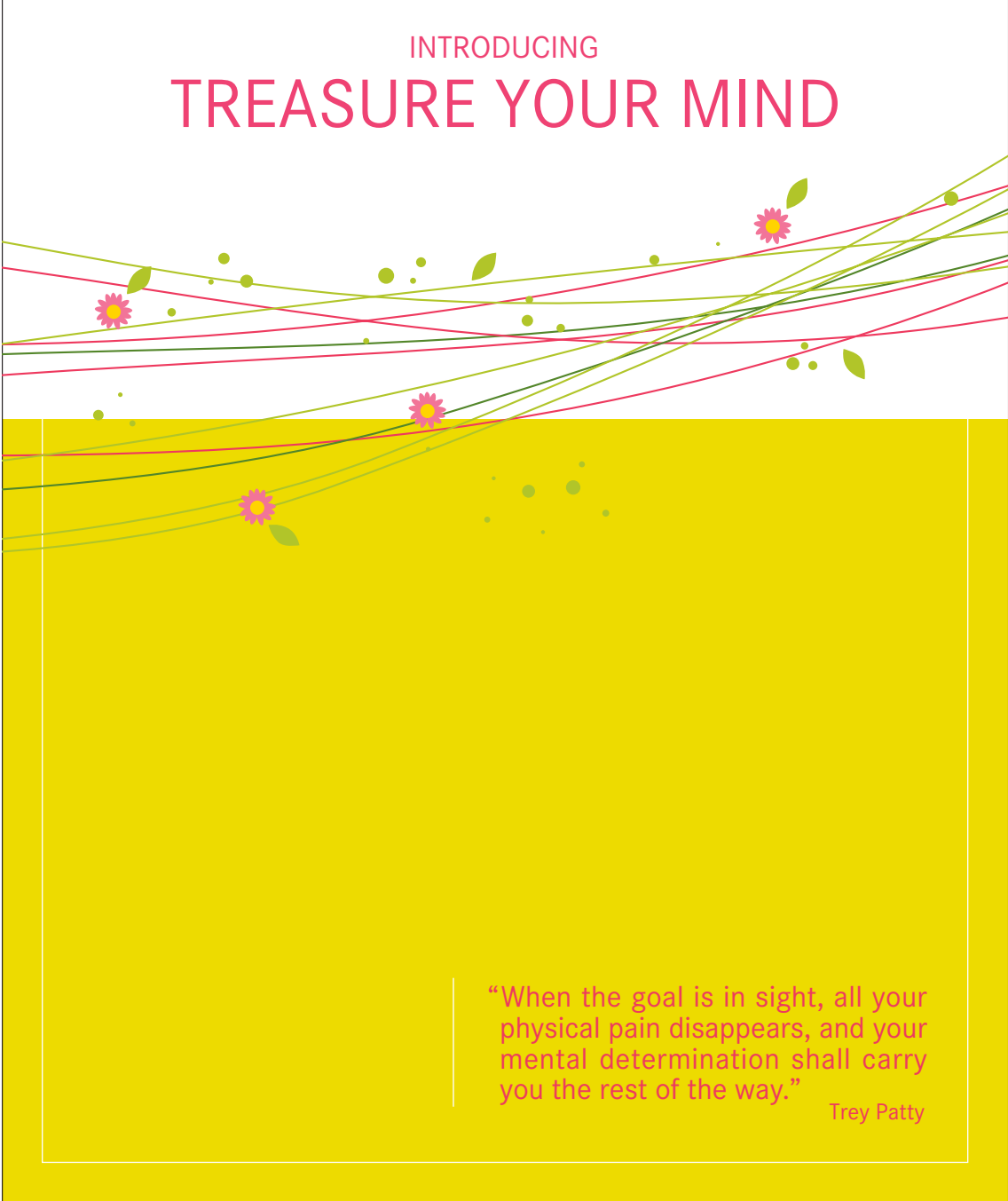




INTRODUCING
TREASURE YOUR MIND



“When the goal is in sight, all your physical pain disappears, and your mental determination shall carry you the rest of the way.”

Trey Patty

CONTENTS

- 02 INTRODUCTION
- 05 MODULE 1:
CULTIVATING A HEALTHY MIND
(FOR EMPLOYEES AND SUPERVISORS)
- 06 MODULE 2A:
BUILDING SKILLS FOR MENTAL WELLBEING
(FOR EMPLOYEES)
- 07 MODULE 2B:
BUILDING SKILLS FOR MENTAL WELLBEING
(FOR SUPERVISORS & MANAGERS)
- 08 MODULE 3:
NURTURING A SUPPORTIVE WORK
ENVIRONMENT
(FOR MANAGEMENT)
- 09 FREQUENTLY ASKED QUESTIONS

INTRODUCTION

As companies strive to stay profitable in a globalised and increasingly dynamic marketplace, having a healthy and motivated workforce may be the one crucial ingredient that puts them one step ahead of their competitors. To build up such a workforce, companies have to be committed to making the necessary investments to enhance the physical and mental wellbeing of their employees.

According to the World Health Organization, mental wellbeing is a state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, works fruitfully and productively and is able to make an active contribution to his or her community¹. In addition, Jahoda² explained that mental wellbeing is not merely the absence of mental illness but also the presence of positive traits and emotions, such as feeling cheerful, being satisfied with what life has to offer and being able to form warm personal and working relationships.

WHY INVEST IN BUILDING YOUR EMPLOYEES' MENTAL WELLBEING

There is increasing awareness that investing in the mental wellbeing of employees contributes directly to an organisation's bottomline. Studies³ have shown that employees working in companies with a sustainable and comprehensive mental wellbeing promotion programme are more likely to:

- be physically healthier and less prone to developing chronic illnesses
- enjoy collaborative working relationships with both their supervisors and subordinates
- enjoy healthy and positive relationships with family and friends
- adapt better to the volatile and dynamic changes that define the modern workplace
- respond constructively to adversities they may encounter at work or at home.

¹ World Health Organization (2005). *Promoting Mental Health: Concepts, Emerging Evidence, Practice*.

² Jahoda, M. (1958). *Current Concepts of Positive Mental Health*. New York: Basic Books.

³ Keyes, C. (2007) *Promoting and Protecting Mental Health as Flourishing – A Complementary Strategy for Improving National Mental Health*. *American Psychologist*, 62(2), 95-108.

Having a mentally healthy and motivated workforce can bring about positive changes to the companies' performances in terms of:

- **Reduced sickness absenteeism**
Employees who enjoy mental wellbeing tend to take less sick leave. In Canada, employees who sought help for mental health problems saved their companies an average of 11 days a year in prevented absenteeism⁴.
- **Greater savings in healthcare expenses**
A mentally healthy workforce also means lower utilisation of healthcare expenses. In the USA, companies such as IBM reported annual savings of up to US\$500,000⁵ in outpatient costs by integrating mental wellbeing as part of its comprehensive workplace health education programme. The programme provides its employees access to telephone counselling, education and referrals to counselling and other mental healthcare services.

The experiences of some locally-based enterprises also attest to the benefits of having a mentally healthy workforce⁶. Organisations such as Boncafe International and Singapore Technologies Electronics reported improved team spirit and morale after they introduced sporting activities which gave employees the opportunity to bond with each other and build positive relationships.

In addition, companies that are known for their commitments to enhance their employees' mental wellbeing are also in a better position to attract and retain top-calibre staff. Local examples include DuPont, IBM and the National Library Board.

WHAT YOU CAN DO TO BUILD YOUR EMPLOYEES' MENTAL WELLBEING

To build a mentally healthy workforce, your company can take steps to create and maintain a workplace environment which is conducive for your employees' mental wellbeing.

In this brochure, we are pleased to introduce a programme to provide your company with the necessary information, resources and services required to build your employees' mental wellbeing.

⁴ Wilson, M., Joffe, R., & Wilkerson, B. (2002). *The Unheralded Business Crisis in Canada: Depression at Work. An information paper for business, incorporating 12 steps to a business plan to defeat depression.* Toronto: Global Business and Economic Roundtable on Addiction and Mental Health, p. 4, 18.

⁵ IBM Saves Dollars By Integrating Services, *Mental HealthWorks*, 2nd qtr 2004.

⁶ Health Promotion Board (2003), *The Essential Guide to Workplace Health Promotion - The ABCs of Managing Your Organisation's Programme.*

INTRODUCING – *TREASURE YOUR MIND*

Treasure Your Mind is an education programme created by the Health Promotion Board (HPB) to promote mental wellbeing at the workplace. Companies that implement this programme will be eligible for the Singapore HEALTH Award's sub-category award for mental wellbeing – the *Treasure Your Mind* Award. The adoption of this programme will also contribute to the assessment criterion 'Programme Comprehensiveness' under the Singapore HEALTH Award's main category.

KEY MESSAGES:

- **There is No Health Without Mental Health.** Mental wellbeing is as important as having a physically healthy body. Poor mental health can lead to physical ill-health such as hypertension, ischaemic heart disease and increased susceptibility to infectious disease.
- **Every Person Can Take Active Steps** to look after their mental wellbeing.

The programme is specially designed to:

- Motivate employees and managers to take steps to look after their mental wellbeing.
- Provide employees and managers with the life skills to build their mental wellbeing in order to lead productive lives at work, at home and in the community.
- Train managers to provide care, concern and support to their subordinates and colleagues.
- Encourage companies to provide a supportive work environment.

Treasure Your Mind is made up of THREE MODULES. The modules are:

MODULE 1: CULTIVATING A HEALTHY MIND (FOR EMPLOYEES AND SUPERVISORS)

AIM	WHAT YOU GET
<p>To promote awareness among employees and supervisors of the importance of mental wellbeing.</p>	<ul style="list-style-type: none"> • an interactive talk entitled <i>Cultivating A Healthy Mind</i> (duration: 1.5 hours inclusive of Q&A) • an experiential landscaped exhibition entitled <i>Cultivating A Healthy Mind</i> which can be displayed at the company's premises for up to a week • copies of a resource booklet entitled <i>Cultivating A Healthy Mind</i> • one copy of the <i>Workplace Mental Wellbeing Programme – Directory of Service Providers</i>*
<p>Terms & Conditions:</p> <ol style="list-style-type: none"> 1. Companies must take up the entire package. 2. Companies must advise HPB of the quantity for the resource booklet. 3. HPB reserves the right to appoint the service provider for the talk. 4. Companies must ensure a minimum audience size of 35 participants for the talk. 5. Companies will liaise directly with the appointed service provider to schedule the talk. 6. Additional talks will NOT be funded by HPB. Companies will liaise directly with the service provider and bear the cost for additional talks. 7. Companies are granted a lease period not exceeding one week for the exhibition. 8. Once the exhibition is booked for a specific period, companies are allowed only one change of schedule to display the exhibition. 	
<p>Cost: Fully subsidised by HPB.</p>	

* The directory is downloadable at www.hpb.gov.sg/healthatwork. Alternatively, you may email us at HPB_MHE@hpb.gov.sg for a FREE copy of this directory.

MODULE 2A: BUILDING SKILLS FOR MENTAL WELLBEING (FOR EMPLOYEES)

AIM	WHAT YOU GET
<p>To equip employees with the knowledge, skills and resources to build their mental wellbeing.</p>	<p>Menu of SIX workshops, each covering one core life skill. (duration: 4 hours per workshop)</p> <ul style="list-style-type: none"> • Workshop 1 : Skills on building positive relationships • Workshop 2 : Skills on managing change • Workshop 3 : Skills on resolving conflicts • Workshop 4 : Skills on building a healthy self-esteem • Workshop 5 : Skills on understanding and managing anger • Workshop 6 : Skills on relaxation techniques

Terms & Conditions:

1. Companies can choose from the menu of six workshops depending on their needs and resources.
2. Each company is entitled (subject to the terms and conditions listed in paragraph 4) to one session per workshop. For e.g. one session of Workshop 1, one session of Workshop 3 and one session of Workshop 6.
3. Additional sessions of the same workshop will NOT be funded by HPB. Companies will liaise directly with the service provider and bear the full cost for additional sessions of the same workshop. For e.g. company will bear the full cost of the 2nd and subsequent sessions of Workshop 1.
4. Companies employing 200 employees and above, and having no existing or basic mental health promotion programme, are entitled to take up more workshops. HPB reserves the right to make the final decision.
5. Companies must ensure a minimum audience size of 25 participants for each workshop. It is recommended that the audience size per workshop does not exceed 30 participants.
6. HPB reserves the right to appoint the service provider(s) for the workshop(s).
7. Companies will liaise directly with the appointed service provider(s) to schedule the workshop(s).

Cost: Partially subsidised by HPB. Companies can apply for HPB's Workplace Health & Sports Promotion Grant to fund the remaining cost of the workshops.

MODULE 2B: BUILDING SKILLS FOR MENTAL WELLBEING (FOR SUPERVISORS AND MANAGERS)

AIM	WHAT YOU GET
<p>To train supervisors and managers with the knowledge, skills and resources to:</p> <ul style="list-style-type: none"> • show concern and support to their staff & colleagues • recognise early signs of mental health problems • encourage staff with such problems to seek professional help early. 	<p>Menu of TWO workshops.</p> <ul style="list-style-type: none"> • Workshop 7 : Heartskills for supervisors and managers (duration: 4 hours) • Workshop 8 : Mental health first aid training for peer counsellors, who can be staff held in high regard by their peers, as well as supervisors and managers (duration: 1 day)
<p>Terms & Conditions:</p> <ol style="list-style-type: none"> 1. Each company is entitled to one session per workshop. For e.g. one session of Workshop 7 and one session of Workshop 8. 2. Additional sessions of the <u>same</u> workshop will NOT be funded by HPB. Companies will liaise directly with the service provider and bear the full cost for additional sessions of the same workshop. For e.g. company will bear the full cost of the 2nd and subsequent sessions of Workshop 8. 3. Companies must ensure a minimum audience size of 25 participants for each workshop. It is recommended that the audience size per workshop does not exceed 30 participants. 4. HPB reserves the right to appoint the service provider(s) for the workshop(s). 5. Companies will liaise directly with the appointed service provider(s) to schedule the workshop(s). 	
<p>Cost: Partially subsidised by HPB. Companies can apply for HPB's Workplace Health & Sports Promotion Grant to fund the remaining cost of the workshops.</p>	

MODULE 3: NURTURING A SUPPORTIVE WORK ENVIRONMENT (FOR MANAGEMENT)

AIM	WHAT YOU SHOULD ORGANISE
<p>To encourage companies to provide their staff with access to counselling and support services.</p>	<p>We recommend that companies refer to the <i>Workplace Mental Wellbeing Programme–Directory of Service Providers</i> and approach the service providers of their choice to provide the following services:</p> <ul style="list-style-type: none"> • Personal counselling (phone or face-to-face) • “Train the Trainers” training on workplace mental health practices and policies • Crisis management or critical incidence stress management.
<p>Terms & Conditions:</p> <ol style="list-style-type: none"> 1. Each company is entitled to a one-time funding of \$1,000. 2. Only companies that have implemented Module 1, at least two workshops from Module 2, and two workshops from Module 3 OR an equivalent programme are eligible for funding. 3. Companies must select the service provider from HPB’s <i>Workplace Mental Wellbeing Programme–Directory of Service Providers</i>. Companies must seek advice from HPB regarding eligibility for funding for service provider(s) not found in the Directory. 4. Companies will negotiate directly with the service provider for the services. 	
<p>Cost: Companies should contact the service provider (listed in the <i>Workplace Mental Wellbeing Programme–Directory of Service Providers</i>) directly to negotiate the cost of providing Module 3.</p>	



FREQUENTLY ASKED QUESTIONS

How long will my company take to complete *Treasure Your Mind*?

It is recommended that the talks and workshops under Modules 1 and 2 be carried out over a course of six months to a year. You may want to time the workshops such that they can be included as part of your existing workplace health promotion programmes.

When should I schedule my programmes?

Ask around and seek your staff's views on when is the best time to organise the talk and workshops. It is important that you choose a time and location that is accessible to most of your staff. Avoid organising the programmes during busy periods in your company's business cycle.

Can I pick and choose the workshops featured in Module 2 of *Treasure Your Mind*?

Yes, you are given the opportunity to pick which workshops you feel would benefit your employees most. However, if your company has never organised any mental wellbeing programme, we would encourage you to implement Modules 1 and 2 of *Treasure Your Mind*.

My company has organised a programme similar to Module 1 before. Can I skip Module 1 and proceed to Module 2?

Yes, you may do so. *Treasure Your Mind* is a modular programme designed to give companies maximum flexibility to design their mental health education programme according to their needs and resources.

Can my company skip Modules 1 and 2, and go directly to Module 3?

Yes, you may do so as long as you have an existing mental health education programme that is comprehensive and sustainable. However, if your company has no such programme yet, we would recommend that you sign up for Modules 1 and 2 to be eligible for the funding for Module 3.

Am I allowed to change the dates for the talk and workshop(s) of Modules 1 and 2?

After you have signed up for Modules 1 and/or 2, HPB will appoint the service provider(s) to deliver the talks and workshops at your company. Once you have been notified by HPB of the appointed service provider, you can liaise directly with the service provider to schedule the talk and workshop(s). You must also notify the appointed service provider(s) for further changes to the schedule.

Can I apply for HPB's Workplace Health and Sports Promotion Grant for *Treasure Your Mind*?

Yes, *Treasure Your Mind* is eligible for the Workplace Health and Sports Promotion Grant.

Does *Treasure Your Mind* qualify my company for the Singapore HEALTH Award?

Yes, it does as long as your application satisfies the other terms and conditions of the Singapore HEALTH Award. Should you have queries regarding this matter, please call the Workplace Outreach Department at 6435 3704 or send an email to HPB_Health_At_Work@hpb.gov.sg

Does HPB fund additional sessions of the workshop in Module 2?

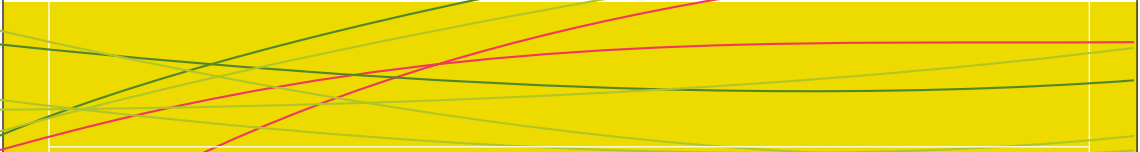
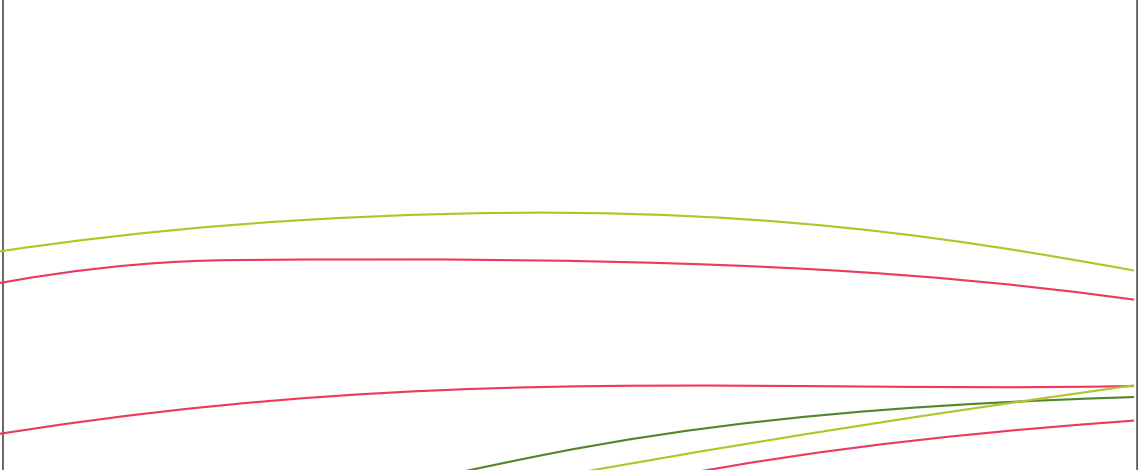
The additional sessions of the same workshops will NOT be funded by HPB. Companies can contact the service providers directly to arrange for repeat sessions but will have to bear the full cost of these sessions.

How long will HPB continue to subsidise *Treasure Your Mind*?

HPB will continue to subsidise the programme until further notice. Please visit www.hpb.gov.sg/healthatwork or call 6435 3285 for the latest updates.

Why is there a stipulated audience size for the talk and workshop(s)?

We recommend a minimum audience size for the talk as we would like as many employees in your company to have the opportunity to find out more about how to cultivate a healthy mind. An optimal class size is essential to carry out the group activities that the workshop(s) will offer.



USEFUL LINKS

For the latest updates on *Treasure Your Mind*

Contact: 6435 3285

Email: HPB_MHE@hpb.gov.sg

Website: www.healthymind.sg

For the latest update on HPB's Workplace Health & Sports
Promotion Grant and Singapore HEALTH Award

Contact: 6435 3704

Email: HPB_Health_At_Work@hpb.gov.sg

Website: www.hpb.gov.sg/healthatwork



Health
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