

# TREASURE YOUR MIND PROGRAMME

A guide to planning mental wellbeing  
activities for your employees

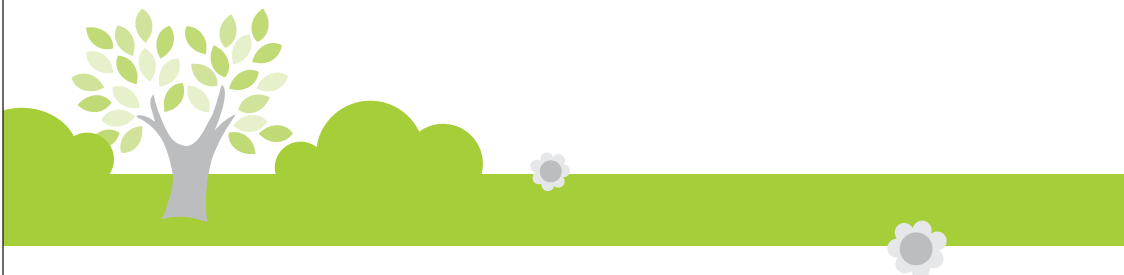


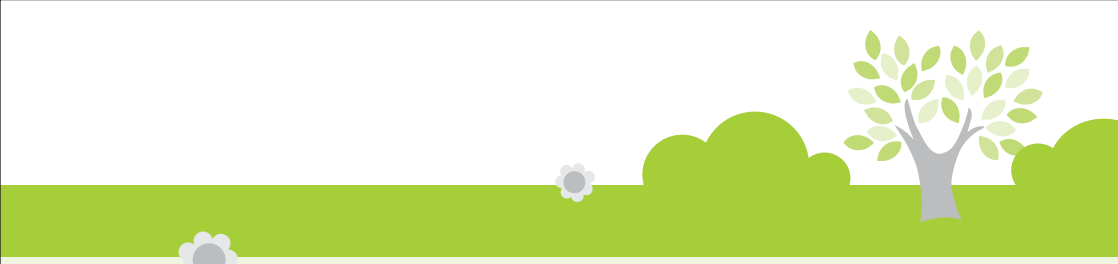
In support of  
The National Healthy  
Lifestyle Campaign 2007

THEME: HEALTHY MIND, HAPPY LIFE.

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## introduction

The mind is a powerful thing. How we see ourselves and our circumstances affect all aspects of our health – physical, emotional and social.

Research<sup>1</sup> shows that individuals with a positive outlook on life tend to fall sick less often. When they do fall ill, they recover more quickly.

There is also a strong association between mental wellbeing and improved work performance. Individuals who enjoy good mental wellbeing are able to handle stress better. They also view crises and challenges in a positive light, and adapt to changes more easily. In contrast, individuals who have poor mental wellbeing do not function as effectively, are less likely to take up new challenges and are absent from work more often.

The workplace is where working adults spend most of their time. As such, promoting mental wellbeing at the workplace can help individuals manage their lives more effectively and in the long run, be happier and be more productive.

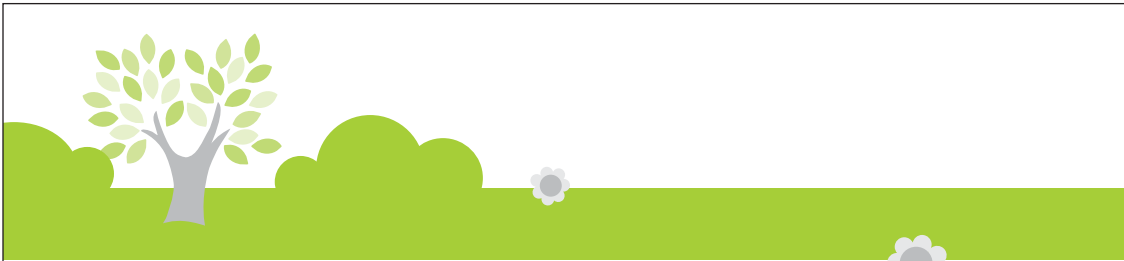
This year's National Healthy Lifestyle Campaign by the Health Promotion Board (HPB) adopts the theme "Healthy Mind, Happy Life!". We would like to invite all companies to join us in our Campaign by setting aside one week around World Mental Health Day (10 October 07) to promote awareness and better understanding of issues related to mental wellbeing.

In this booklet, you will find practical tips and ideas on what activities you can organise to help your employees achieve optimal mental wellbeing. One easy way to kickstart the week is to sign up for our **Treasure Your Mind Programme**, a Workplace Mental Wellbeing Education Programme.

Inject fun and excitement into your activities. Do things differently and make it a memorable week for your employees. After all, mental wellbeing is about embracing changes and discovering the potential within ourselves.

You would have enjoyed Mental Health Week so much that you will want to include mental wellbeing education programme as a permanent feature of your organisation's existing Workplace Health Promotion Programme. Call us at 6435 3285 for more information about HPB's **Treasure Your Mind Programme**.

<sup>1</sup>Corey Keyes. Promoting and Protecting Mental Health as Flourishing: A Complementary Strategy for Improving National Mental Health, American Psychologist. (Feb-Mar 2007). Vol 62(2): 95-108.



### WHY HAVE A MENTAL HEALTH WEEK?

It helps to:

- raise awareness of the importance and benefits of mental wellbeing
- cultivate a better understanding of the issues related to mental wellbeing
- encourage your employees to take steps to improve their mental wellbeing.

### WHEN IS THE BEST TIME TO ORGANISE IT?

You can choose to hold your Mental Health Week around World Mental Health Day, which falls on the 10<sup>th</sup> of October each year. However, there is no hard and fast rule. You can hold your Mental Health Week in November or later, depending on your organisation's schedule.

### CAN I CALL IT BY ANOTHER NAME?

Of course! Most individuals do not like the phrase 'mental' as it is often associated with mental illness. Brainstorm with your committee to come up with a catchy and more innovative name.

However, to reflect our emphasis on mental wellbeing, we would like to suggest that you call it **Treasure Your Mind Week**.





## How should I start?

You can start from the very beginning. Here are some points for you to consider:

### DAY 1

<b>WHEN</b>	Choose a suitable time. For instance, you can choose to launch your week on the 10 <sup>th</sup> of October, World Mental Health Day.
<b>WHOM</b>	Invite and involve as many staff as possible.
<b>WHERE</b>	Choose a convenient venue.
<b>WHAT</b>	<p>You may want to include in the programme the following:</p> <ul style="list-style-type: none"><li>a) CEO's Speech A sample speech can be found in Annex A. Your CEO can announce any new policies and/or initiatives for your organisation.</li><li>b) New policies/initiatives Seize this opportunity to let your employees know that your organisation will be introducing <b>Treasure Your Mind Programme</b> or new projects, e.g. Staff Relaxation Corner, Health Library.</li></ul> <p><i>(See next page for a Sample Programme.)</i></p>

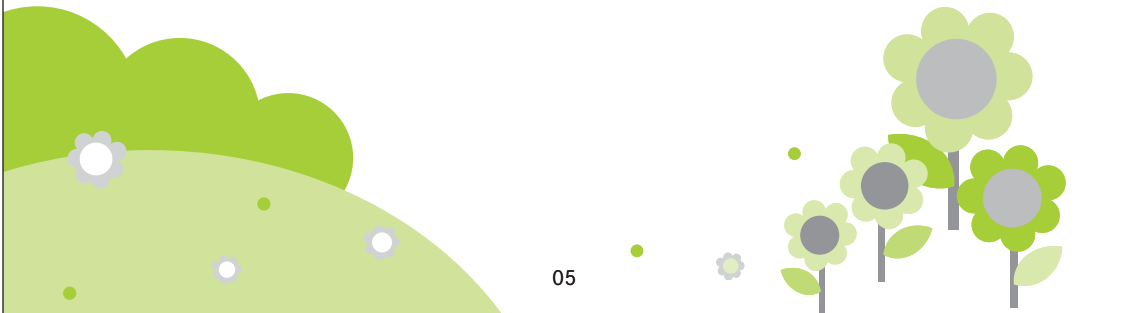


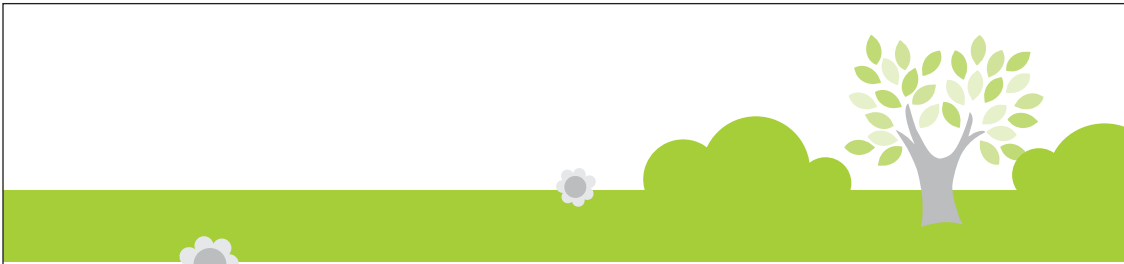
## Day 1

### Sample Programme

9.30 am	Arrival of Guests
10.00 am	Welcome Speech <i>By Chairperson of Working Committee</i>
10.05 am	Keynote Speech <i>By Chief Executive Officer</i>
10.15 am	Launch TREASURE YOUR MIND WEEK <i>By Chief Executive Officer</i> Suggested launch activity: Unveiling the exhibits <sup>2</sup> titled <i>Cultivating A Healthy Mind</i>
10.20 am	Talk <sup>2</sup> : <i>Cultivating A Healthy Mind</i>
11.00 am	<ul style="list-style-type: none"><li>• View exhibits<sup>2</sup> and booths that showcase relaxation techniques and other activities related to the promotion of mental wellbeing</li><li>• Healthy reception featuring healthier choices, e.g. non-caffeinated drinks</li><li>• Registration for <i>Treasure Your Mind</i> workshops</li></ul>

<sup>2</sup>The talk 'Cultivating A Healthy Mind' and the exhibits are part of the **Treasure Your Mind Programme**, which will be ready in October 2007. Please contact the Mental Health Education Department of the Health Promotion Board at 6435 3285 for more information on the programme.





## WHAT'S NEXT?

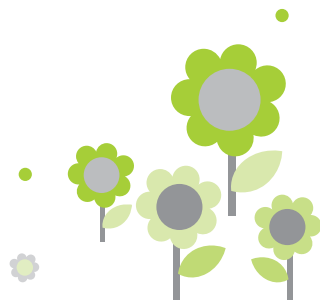
You can choose one or more activities from the category below for the rest of Mental Health Week.

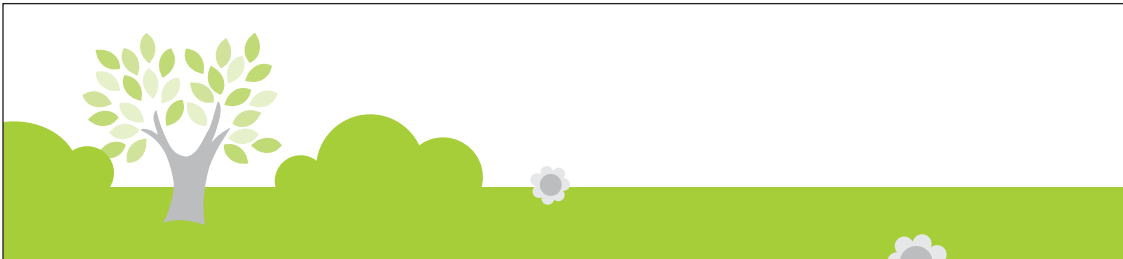
### DAYS 2 to 5

#### Awareness Activities

- Organise lunch time talks, e.g. 'Building Strong Relationships', 'Thriving in a Changing World' and 'Connecting at Work and Play'.
- Introduce Relaxation Treats, e.g. Music Therapy, Art Therapy and Massage Classes.
- Send electronic direct mailers to employees with tips on how to de-stress and be happy. Go to [www.healthymind.sg](http://www.healthymind.sg) to download samples of such mailers.
- Screen in-house movies with mental wellbeing themes, e.g. 'Anger Management', 'The Incredibles' and 'Pay It Forward'.
- Introduce themed breaks, e.g. 'Stretch Breaks', 'Self-Massage Breaks' and 'Happiness Breaks'.
- Organise activities that build bonds among your employees, e.g. teambuilding retreats, community involvement activities and leisure activities such as karaoke sessions.

The activities you select depend on your organisation's schedule and available resources. Do consider your staff's feedback when planning your activities.





## WHAT DO I DO BEYOND MENTAL HEALTH WEEK?

The Mental Health Week is likely to generate a lot of interest and excitement among your employees. Do not stop here. Instead, leverage the Mental Health Week to introduce a sustainable mental wellbeing education programme.

For the programme to be effective, it is important to go beyond awareness activities to include skills building and environmental activities.

Choose one or more activities from Categories 1 and 2. You can incorporate these activities as part of your existing Workplace Health Promotion Programme, and they can be spread out over the course of a year. Do consider your staff's feedback when planning your programme.

<b>Category 1</b> <b>Skills Building Activities</b>	<b>Category 2</b> <b>Environmental Activities</b>
<ul style="list-style-type: none"> <li>• Introduce <b>Treasure Your Mind Programme</b><sup>3</sup> which offers your employees a choice of workshops on:               <ul style="list-style-type: none"> <li>• Building relationships</li> <li>• Openness to change</li> <li>• Managing anger</li> <li>• Conflict resolution</li> <li>• Loving yourself</li> <li>• Learning to relax</li> <li>• Effective mentoring for supervisors and managers</li> <li>• Training for para-counsellors.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Include mental wellbeing activities in your existing Workplace Health Promotion Programmes.</li> <li>• Build work-life strategies into human resource policies.</li> <li>• Organise recreational activities to help people bond and connect at work, e.g. outing to Botanic Gardens.</li> <li>• Form support groups, e.g. brisk walking group and support group for family caregivers.</li> <li>• Conduct quarterly needs assessment exercise to get staff feedback on the mental wellbeing activities.</li> <li>• Set up an office mini-gym for staff to work off their stress.</li> <li>• Set up a 'Relax Corner'.</li> <li>• Set up a 'Treasure Your Mind' notice board in each department where staff can share tips on how to relax and de-stress.</li> <li>• Set up a 'Secret Buddy' board where staff can put up affirming messages to encourage each other.</li> </ul>

<sup>3</sup>**Treasure Your Mind Programme** will be ready in October 2007. Please contact the Mental Health Education Department of the Health Promotion Board at 6435 3285 for more information on the programme.



SAMPLE

ANNEX A

**CEO'S KEYNOTE SPEECH  
DAY 1 TREASURE YOUR MIND WEEK**

(Salutation)

The mind is a very powerful thing. How we think about ourselves, others and our circumstances affect our physical and emotional health, and influences how we relate to others.

The state of our mental wellbeing also affects our work performance. When we are happy, we are able to handle problems better. However, when we are unhappy or stressed, we don't feel like doing anything and can't do our work effectively. We also tend to fall sick more frequently.

The fact is, we all experience stress that comes with having to cope with challenges in our lives, whether at work or at home. A little stress is good for us. It can give us that extra push to do better, work harder and faster. However, our mental wellbeing suffers if we end up being overwhelmed by the stress, which will harm our health. So, in order to maintain our mental wellbeing, we need to learn how to manage stress effectively so that it will work for us rather than against us. That is what having a Workplace Mental Wellbeing Programme will do for all of us.

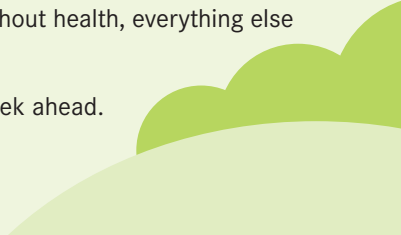
We are launching our very own MENTAL HEALTH WEEK. This morning, it gives me great pleasure to unveil this beautiful exhibition on *Cultivating A Healthy Mind*, which is part of the **Treasure Your Mind Programme**.

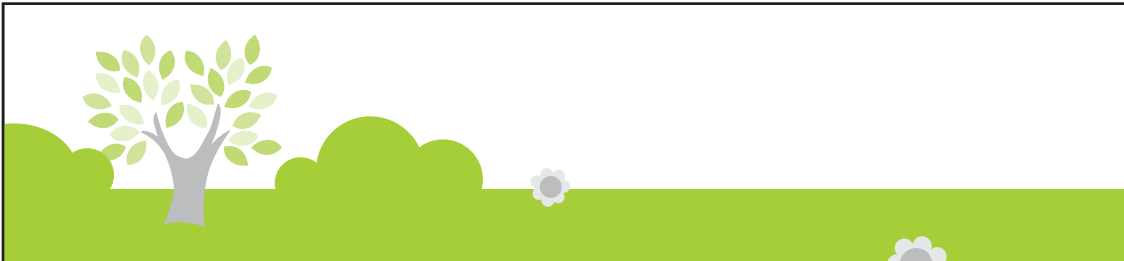
For the rest of this week, you can look forward to activities where you can learn to enhance and maintain your mental wellbeing. These include lunchtime talks and Relaxation Treats.

Mr/Ms \_\_\_\_\_, the Chairperson of the Working Committee, will tell you more about the forthcoming activities.

As the saying goes, "Health is not everything, but without health, everything else becomes nothing".

On that note, I wish all of you a happy and fruitful week ahead.





## ANNEX B

### **LIST OF RESOURCES FROM THE HEALTH PROMOTION BOARD**

All titles are available in English, Chinese, Malay and Tamil versions, and are available on loan from HPB's Health Information Centre (HIC).

#### **Pamphlets**

- Get Into A Healthy State of Mind
- You Are Special! All About Self-Esteem
- Way Out of Excessive Anxiety
- Fight The Blues!

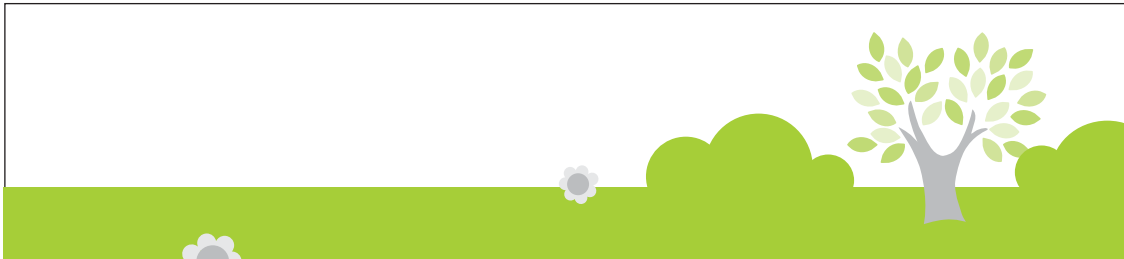
#### **Booklets**

- Manage Stress Before It Manages You
- Healthy Mind, Graceful Ageing
- Anxiety Disorders

#### **Other Resources**

- 'Manage Stress' Exhibition Boards
- 'Stress & You' Folding Display
- 'Emotions' Poster
- 'Your Relaxation Exercise' CD-ROM
- 'How To Manage Stress' Poster
- 'How To Adapt To Change' Poster
- 'How To Relax' Poster
- "Wellness" Poster

**Please call HIC at 6435 3954 or email [HPB\\_HIC@hpb.gov.sg](mailto:HPB_HIC@hpb.gov.sg) for more information on the resources or to place orders.**



### Helplines

Call HealthLine, HPB's toll-free telephone health information service, which is available in 4 languages.

- For personal advice by a nurse counsellor: **1800 223 1313**  
Mondays-Fridays: 8.30am-5.00pm  
Saturdays: 8.30am-1.00pm

### Useful Links

- Healthymind.sg - HPB's website that provides information on mental wellbeing ([www.healthymind.sg](http://www.healthymind.sg))
- Healthy Living @ Work - HPB's portal for workplace health promotion facilitators ([www.hpb.gov.sg/healthatwork](http://www.hpb.gov.sg/healthatwork))
- Implementing Work-Life Strategies - by Ministry of Manpower ([http://www.mom.gov.sg/publish/momportal/en/communities/workplace\\_standards/work-life\\_harmony/Implementing\\_Work-Life\\_Strategies.html](http://www.mom.gov.sg/publish/momportal/en/communities/workplace_standards/work-life_harmony/Implementing_Work-Life_Strategies.html))



