



**Opening
Minds**

MENTAL HEALTH
COMMISSION
OF CANADA

Welcome to The Working Mind: A Guide for Sponsoring Organizations

At the height of the pandemic, CDA's COVID-19 Practice Recovery Task Force culminated its work into a new customized course called, *The Working Mind: Workplace Mental Health & Wellness for Oral Health Care Professionals*. We're proud to share our findings and help our community take the best care of themselves and others.



CANADIAN
DENTAL
ASSOCIATION



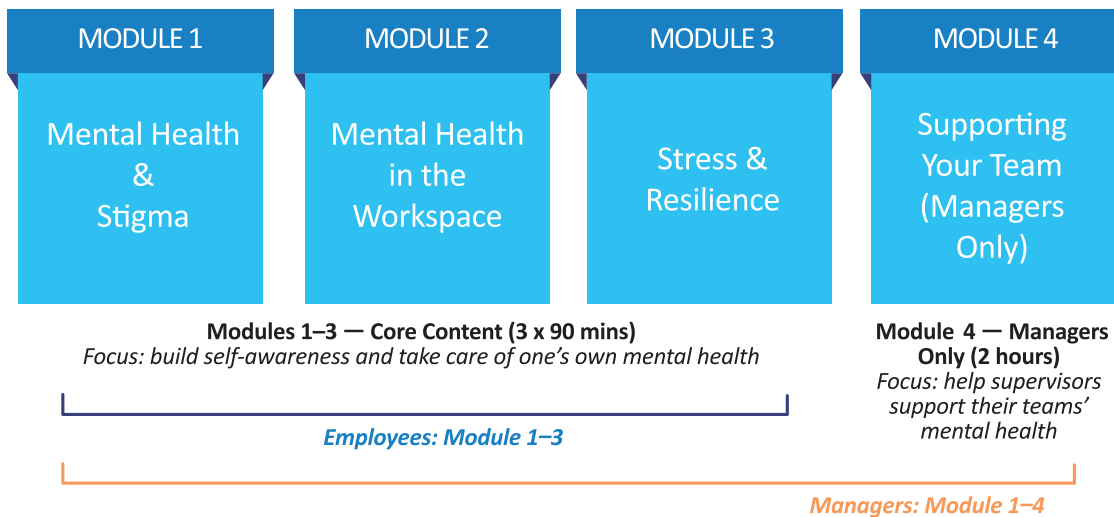
COURSE OBJECTIVES:

The Working Mind for Oral Healthcare Professionals is an evidence-based training course that helps initiate a shift in the way you think, act, and feel about mental health in the workplace. It's specifically designed for dental professionals and office staff in the oral healthcare sector. This course is offered virtually or in-person, and includes an employee (staff) version as well as a manager (dentist) version for supervisors and team leads.



COURSE OVERVIEW:

Modules 1–3 are core modules and offer the same foundational content that both employee and manager participants benefit from. They focus on heightening your self-awareness and learning what it means to take care of your own mental health. Module 4 is presented in the manager (dentist) course.





- ➔ **Module 1:** Mental Health and Stigma: will introduce participants to the concepts of mental health and stigma, and it will discuss impacts of stigma on individuals living with mental health problems.
- ➔ **Module 2:** Mental Health in the Workplace: will help recognize and keep track of changes in your mental health and well-being and know when to take appropriate actions and have conversations about mental health with colleagues and friends.
- ➔ **Module 3:** Stress & Resilience: will discuss the impacts of stress on mental health and provide an opportunity for participants to practice.
- ➔ **Module 4:** (Dentist/Manager course only) Supporting Your Team: will build on the three core modules and introduce managers (dentists) with practical tools to support individual employees, and to support their team's mental health.

These 4 modules are designed to be delivered:

- In the order given, as the content builds on each previous module.
- Spaced out or chunked, within a timespan of no longer than two weeks.
- Organized into separate employee and manager cohorts.

In order to receive a certificate, each participant must complete all required modules.

CREATING A SAFE SPACE:

Our goal is to create a supportive and non-threatening environment where participants feel comfortable expressing themselves without any fear of discrimination or judgment. This course provides a safe space for sharing; however, it is not mandatory to share personal experiences. The personal information, experiences, and anecdotes shared during these sessions will remain confidential.

PRICING:

- *The Working Mind: Workplace Mental Health & Wellness for Oral Health Care Professionals*
Manager (Dentist) Virtual: \$3,500 plus applicable taxes
- *The Working Mind: Workplace Mental Health & Wellness for Oral Health Care Professionals*
Manager (Dentist) In-Person: \$4,500 plus applicable taxes
- *The Working Mind: Workplace Mental Health & Wellness for Oral Health Care Professionals*
Employee (Staff) Virtual: \$2,800 plus applicable taxes
- *The Working Mind: Workplace Mental Health & Wellness for Oral Health Care Professionals*
Employee (Staff) In-Person: \$3,575 plus applicable taxes





OVERVIEW ON TRAINING FORMATS:

This course is available both virtually and in-person. Whichever format you choose to sponsor, individuals will have the same opportunity to learn more about mental health in the workplace and how to take care of their own.

For the virtual format:

- The course can be delivered via Zoom or Microsoft (MS) Teams. Zoom is highly recommended as it offers superior functionality.
- Participants must have access to a working camera, microphone and speakers or earphones for each session.
- If participants choose to use Zoom, they're required to make a free Zoom account.

For the in-person format:

- A venue with adequate space must be provided.
- Meals should be arranged ahead of time, either by catering or bringing your own food.
- If the facilitator isn't local, then a travel estimate will be provided to clients.

FREQUENTLY ASKED QUESTIONS:

1. What are the group sizes?

This depends on if the course is virtual or in-person. Virtual group sizes range from 8 to 15 participants, and in-person group sizes range from 8 to 25 participants.

2. How long does it take to complete the course?

Here's a breakdown of the time commitment for both managers and employees:

Manager virtual: 8 hours total (can be delivered over one day or split into two days, within a two-week period)

Manager in-person: 8 hours total (can be delivered over one day or split into two days, within a two-week period)

Employee virtual: 5 hours total (can be delivered over one day only)

Employee in-person: 5 hours total (can be delivered over one day only)

3. Do I need to bring any training materials or supplies?

The participant materials are sent prior to the course to be distributed. We recommend you bring any of your organization's mental health resources as well.

4. How can I sign up for this course?

You can complete the Intake Form (at the end of this document) and return it to solutions@openingminds.org. A coordinator will be in touch to finalize the contracting and scheduling process soon.

Learn more:

(613) 683-3755 • solutions@openingminds.org • <https://openingminds.org/training/twm/>

Suite 1210, 350 Albert Street, Ottawa, ON K1R 1A4 • Fax: 613.798.2989 • bd@mentalhealthcommission.ca • www.mentalhealthcommission.ca





Client Intake Form

Contact Information:

| | |
|---|--|
| Name of Organization: | |
| Billing Address (with city and province): | |
| Contact Name and Title: | |
| Contact Email and Phone: | |
| General Admin Name and Email/Phone (for invoicing): | |
| Signing Authority Name and Title (if different than above): | |
| Is your organization a not-for profit, charity, or association? | |

Course Information:

| | |
|--|---|
| Course Type: | |
| Total number of courses: | |
| Virtual or Face-to-Face (F2F): | |
| Full day or split days: | |
| Course Language: | |
| For virtual courses only: Zoom (only for FCTs) or MSTEAMS | |
| For F2F courses only: Venue location (including city/province) | |
| For F2F courses only: Are you willing to pay for travel costs if a local facilitator is not available? | |
| Desired Launch date/month: | |
| Frequency of courses (if applicable): | |
| Preferred facilitator? | |
| Do the participants require any special accommodations? | |
| Do you have a Procurement Policy/Process that needs to be satisfied in order to engage in this initiative? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| If so, please provide the procurement contact (name and details): | |
| Do you have a Vendor Enrollment Process for payments and invoicing? (if so, please describe) | |

Our team looks forward to working with you!

