

ACSA WORKFORCE WELLBEING PACK

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COVID-SAFE WORKPLACE

Course Duration

20 minutes

Subject Matter Expert

Employers Mutual Limited

COVID-19 is a workplace safety issue. All organisations must do what they can to ensure the health and safety of their workers. COVID-Safe Workplace course is designed to keep people safe by teaching risk minimisation behaviours. It also encourages confidence in the learner that the return to work is safe.

The New Normal and Reasonable Anxiety

After time spent working from home or from a break in their employment, workers are returning to a changed workplace. This change involves a new set of behaviours and processes to ensure this public health threat is minimised wherever possible. We know that we can minimise the risk by following common-sense hygiene practices.

Some people may be anxious about the return, but most of us needn't be afraid. The vast majority of people are not in high-risk groups. Because of this, by following an appropriate covid-19 safety plan, it can be safe to go back to the workplace. The course encourages the learner to be confident in their safety and to speak up if they feel anxious.

Preventing the spread

To prevent the spread of COVID-19 it is important to:

- Work safely and observe any new requirements for physical distancing
- Follow instructions, such as the correct way to wash hands
- Ask if you're not sure how to safely perform the work
- Use personal protective equipment if required and in the way you were trained and instructed to use it
- Report any unsafe or unhealthy situations to your supervisor or to your health and safety representative.

Target Audience

This course is relevant for all workers returning to the workplace after COVID-19 isolation. The course is not industry-specific and is designed to be applicable to a generic workplace.

Learning Objectives

COVID-Safe Workplace course provides training in:

- The need for workplace changes
- How to keep the workplace hygienic
- Behaviours that minimise the risk of spreading the coronavirus
- Actively caring for your mental health.

MENTAL HEALTH IN THE WORKPLACE

Course Duration

35 minutes

Subject Matter Expert

Thomson Geer

Mental Health in the Workplace course raises awareness about the effects of mental health in the workplace. It also provides pathways to improvement that learners can apply in their own workplace.

Target Audience

This course has been designed to provide training for managers and supervisors in Australian organisations.

Learning Objectives

This course provides an understanding of:

- What mental health conditions are
- The importance of supporting mental health in the workplace
- The challenges of maintaining a mentally healthy workplace
- Strategies for creating a mentally healthy and safe workplace.

POSITIVE WORKPLACE CULTURE

Course Duration

25 minutes

Subject Matter Expert

Thomson Geer

This course has been developed to provide an awareness of what a positive workplace culture is, as well as how to proactively identify and reduce risks that negatively impact on workplace culture.

Target Audience

The course has been designed to provide training for all employees in an organisation.

Learning Outcomes

This course will provide an awareness of the impact of workplace culture, as well factors that may impact on the development of a positive workplace culture.

The course will also provide an understanding of:

- why understanding workplace culture is vital to your organisation
- how workplace culture impacts on everybody in the work environment, and
- steps that can be taken to create, maintain or improve workplace culture.

STRESS LESS AT WORK

Course Duration

40 minutes

Subject Matter Expert

Thomson Geer

This course has been developed to provide you with an understanding of workplace stress and a range of strategies to help you manage stress.

Target Audience

The course has been designed to provide training for all employees in an organisation.

Learning Outcomes

This course provides an understanding of:

- what stress is;

- stress in the workplace, and;
- building resilience to stress.

WORKING FROM HOME

Course Duration

35 minutes

Subject Matter Expert

Thomson Geer

The 'Working from home' course is designed to teach remote workers how to work from home effectively. The course teaches strategies to stay productive while having good work-life balance in a home-office work environment. The course includes how to set up for good office ergonomics, how to look after your mental health. It also reinforces that the usual expectations of work still apply.

While working in an office setting has its benefits, the opportunity to work from home has become increasingly normal and has its own benefits for both workers and employers. Full-time, part-time and flexible work arrangements all require the right environment, setup and - importantly - attitude to be successful. It's not just about having the right office equipment and reliable wifi.

The keys to success for the worker are a professional attitude and the right setup. For it to be a win for the employer, productivity must remain and teams must function collaboratively. You may be surprised how quickly this can become normal and how successful work at home jobs can be.

Target Audience

This course is for anyone working remotely in an at-home work environment.

The course assumes that these workers work from a home office - or similar. This means having access to video calls and instant messaging technologies. This course is suitable for both those who have just started to work from home as well as established remote workers.

Learning Outcomes

This course is designed to teach the learner how to work from home by:

- Helping them prepare for working from home
- Providing an overview of the benefits and challenges of working from home
- Reinforcing that the usual expectations of work still apply.

Course content includes ways to stay connected with team members, the importance of regular breaks and a routine that establishes working hours that allow for a good work-life balance. The work environment and an ergonomic home office setup are taught through interactive practice activities.