



TRAINING CATALOGUE

Leaders in the provision of workplace mental health training
and drugs and alcohol awareness training programs

TRAINING | AWARENESS | SOLUTIONS

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Including suicide prevention, protecting mental health for small business owners, anxiety and stress management, youth, and gendered violence programs.



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To compliment our training, we have produced three key publications, for individual sale or as part of our training programs.



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Available to all ADA clients: company employees, contractors, casual staff, trainees and apprentices as well as their families.





OUR TRAINING:

ADA Australia offers a range of training options and methods of delivery to raise awareness of workplace mental health, and to promote better wellbeing choices and safety practices around drugs and alcohol.

At ADA Australia, we understand that when you invest in training you want it to 'stick':

- ✓ To drive awareness and behavioural change
- ✓ To change 'mindsets', to foster improved workplace culture and practices
- ✓ To increase satisfaction, engagement and productivity
- ✓ To produce lasting benefits to the health and wellbeing of all at the workplace.

That's why we work so hard on targeting the message to your audience and work environment, customised to your industry sector, and delivered flexibly to your operational demands.



On-site Training

Our on-site training offers **highly engaging workshops**, toolbox talks, and leadership seminars conducted by presenters with 'lived experience' of mental disorder and of the personal and public risk of alcohol and drug dependence.



Online Webinars

Our interactive online webinars allow for **flexible remote participation** and provide the full experience of our in-person training and includes access to all digital resource materials.



Online Worker Wellbeing Hub

All of our digital training contents can be added to a **customisable online-hub-solution** to meet your company's and your staff's needs. Contact us for more information on this tailored product.



OUR TRAINERS:

ADA Australia trainers carry 'lived experience' and training qualifications relevant to mental health and alcohol and other drugs. Each has "been there"; and each is testament to the power of recovery and the journey back from the end of a dark road of disorder.

They bring the searing honesty of their own journeys through depression, anxiety and alcohol and drug dependence to each presentation.

Their 'lived experience' will find the mark with your people - particularly with those who may be confronting their own challenges.





MENTAL HEALTH TRAINING

Workshops & Webinars





MENTAL HEALTH TRAINING

MENTAL HEALTH AT WORK - IN A COVID-19 WORLD

Program Overview

The coronavirus pandemic presents serious challenges to the mental health and wellbeing of Australian families, workers and individuals. The training is designed to help people recognise and understand the negative emotions triggered by the pandemic. It provides strategies for resilience and positive thinking, for coping mechanisms to deal with working in isolation, and for recognising triggers to negative behaviours such as drug, alcohol and substance misuse, gambling and domestic violence.

Participants will learn practices and strategies to keep people connected and engaged, to recognise and understand anxiety, depression and other mood disorders in themselves, and in others and advice on seeking and accessing professional help and support.



Duration:

One or two hour program



Publication:

LBB COVID-19 Edition

Delivery:



On-site Training



Live Webinar



Worker Wellbeing Hub

Key content includes:

- ✓ The impact of stress on psychological health
- ✓ Links between anxiety, depression and substance-use disorders
- ✓ The challenges of COVID-19 – insecurity, uncertainty, negativity – on mental health
- ✓ Strategies for dealing with working remotely, loneliness and disconnection
- ✓ The importance of fostering a supportive and open workplace culture
- ✓ Self-help strategies and habits for resilience and positive thinking
- ✓ Managing anger, controlling negative thinking and behaviours
- ✓ Recognising negative behaviours; warning signs for drug or alcohol dependency
- ✓ Strategies for STARTING 'A CONVERSATION' with others... asking "RUOK?"
- ✓ The importance of reaching for help and advice for depression, anxiety and other mood disorders

Who should do this training?

This training is for all at the workplace.

Why should they do it?

Changes in work and work arrangements due to the COVID-19 response have introduced a new set of psychological risks to workplaces – of isolation, uncertainty, loss of connection and negative thinking and behaviours.

Managing that risk and protecting the wellbeing of employees demands an alert management and special policies, procedures and training to build resilience and engagement, to manage workload and work stress, and to assist employees to protect wellbeing through positive thinking and practices.

Workplace Benefits

Maintaining a mentally healthy work-culture and environment, and the engagement and commitment of employees while working remotely, will flow through to improved productivity, morale and satisfaction. It will also build resilience, positive habits and thinking and reduce risk of mental injury, anxiety, depression and other disorders.



MENTAL HEALTH TRAINING

MENTAL HEALTH IN THE WORKPLACE

Program Overview

This training examines the impact on mental health of negative workplace behaviours, of poor work culture, organisational failure and poor work systems.

It also examines the benefits to productivity and engagement and to the mental health outcomes of individuals of a mentally healthy workplace with good work systems, alert management, and a shared commitment to respect and a supportive, positive work culture.

By doing this training, participants will have an increased awareness and understanding of their roles and responsibilities in contributing to a mentally healthy workplace.



Duration:

Two hour program



Publication:

LBB of Workplace Mental Health

Delivery:



On-site Training



Live Webinar



Worker Wellbeing Hub

Key content includes:

- ✓ Work stress, its social, economic, personal and community impacts
- ✓ Examining stress triggers: work overload, poor work culture, lack of support, excessive hours, unreasonable demands (among other triggers)
- ✓ The negative health impacts of stress on emotional and mental health
- ✓ Bullying, harassment, marginalisation: its dangers; links to mental injury
- ✓ Features of a mentally healthy workplace – how to achieve it
- ✓ 'The work environment'; importance of leadership, establishing positive norms, building a culture of respect
- ✓ The 'happiness quotient', productivity and 'bottom line' benefits
- ✓ Understanding anxiety, PTSD, depression – links to substance misuse, chronic gambling and other disorders
- ✓ Recognising depression, anxiety and other stress disorders and strategies for getting a conversation going, for providing support and referral
- ✓ Personal strategies for building emotional resilience
- ✓ Suicide prevention – how to provide support; information on help and referral services

Who should do this training?

This training is for all at the workplace.

Why should they do it?

Employers have a duty of care to take reasonable steps to ensure a workplace free from risk of both psychological and physical injury. This includes ensuring that employees, as well as managers and team leaders, are aware of their obligations and responsibilities under the WHS Management Plan. A safe workplace, free of risk of psychological injury, as well as physical injury, is everyone's responsibility.

Workplace Benefits

A mentally healthy workplace that models positive behaviours and an open consultative workplace culture will benefit from improved productivity, morale and satisfaction and reduced absenteeism, turnover and business costs and reduced risk of mental injury, anxiety, depression and other disorders.



MENTAL HEALTH TRAINING

MENTAL HEALTH AWARENESS

Program Overview

This training examines the prevalence of mental illness and disorder in Australia, and of common co-existing disorders (alcohol, drugs and other chronic behaviours and disorders).

Participants will learn to recognise psychological injury and stress reactions – in themselves and in others – and of links to depression, anxiety (PTSD) and to negative ‘self medicating’ behaviours such as substance misuse and gambling.

The training also looks at suicide, of common symptoms and behaviours when carrying these thoughts, the importance of connection and support and of seeking professional help and advice.



Duration:

One or two hour program



Publication:

LBB of Workplace Mental Health

Delivery:



On-site Training



Live Webinar



Worker Wellbeing Hub

Key content includes:

- ✓ A look at common mental health disorders in Australia
- ✓ The negative health impacts of stress on emotional and mental health
- ✓ Workplace stress: its links to mental health disorders
- ✓ How to recognise signs and symptoms of depression, anxiety, PTSD and other disorders – in ourselves and in others
- ✓ Co-occurrence of substance misuse, chronic gambling and other disordered behaviours
- ✓ Dangers of depression, chronic anxiety and links to self-harm and suicide
- ✓ Strategies for getting a conversation going, for providing support
- ✓ Importance of getting help and advice if struggling with depression and chronic anxiety
- ✓ Suicide prevention – how to provide support; information on help and referral services
- ✓ Personal strategies for building emotional resilience

Who should do this training?

This training is for all at the workplace.

Why should they do it?

Good mental health brings contentment, vitality and engagement. It also builds resilience, coping behaviours and habits that can enable people to better ‘ride-out’ set-backs and difficulties at work, and in their lives.

Workplaces have a role to play in addressing the epidemic of depression, anxiety and suicide in Australia, and in contributing to a stronger, more resilient community. Through training, awareness and a culture of support, your workplace, and your people, can be part of the solution.

Workplace Benefits

Besides contributing to health and wellbeing at work (and after hours), a mentally healthy workplace with a supportive culture produces measurable bottom-line benefits through improved engagement, reduced absenteeism, improved ‘team morale and commitment’, and reduced business costs.



MENTAL HEALTH TRAINING

BULLYING: UNREASONABLE BEHAVIOURS AND ESTABLISHING POSITIVE NORMS

Program Overview

Bullying at work – overbearing demands, verbal abuse, unwanted attention, discrimination and harassment – is strongly linked to depression and anxiety. But what are bullying behaviours?

This training examines definitions of bullying, covert and overt, and employer and employee obligations under The Fair Work Act (2009).

Participants will also learn the benefits to morale, productivity and engagement from positive modelling, respect, mindfulness and effective leadership.

 **Duration:**
Two hour program

 **Publication:**
LBB of Workplace Mental Health

Delivery:



On-site
Training



Live
Webinar

Key content includes:

- ✓ Bullying and harassment: definitions; and why it is toxic to morale and productivity
- ✓ Casual bullying: covert and overt harassment, incivility, marginalisation, sexist or racist 'jokes', leering, offensive actions, spreading gossip: how these behaviours are dangerous to mental health and toxic to morale and productivity
- ✓ Systemic bullying: aggressive management, hostility, humiliation (public and private) unreasonable demands, lack of support, shouting, belittling
- ✓ Identifying elevated risk factors for bullying and harassment – apprentices, junior staff, women, cultural minorities – and strategies to prevent it
- ✓ Importance of respect, mentoring, communication and vigilance
- ✓ Examining links to psychological distress, depression and anxiety disorders (and substance and behavioural disorders)
- ✓ Examining productivity impacts, absenteeism and staff turnover
- ✓ The Fair Work Act (2009): your rights at work, protections and recourse under The Act
- ✓ Creating and managing healthy workplace relationships, establishing positive norms
- ✓ Managing diversity; what it means in the mentally healthy workplace
- ✓ Effective management: leading by example, taking action, modelling positive behaviours, establishing positive norms

Who should do this training?

This training is for all at the workplace. It is especially suited to workplace environments with higher risk of exposure to bullying – where apprentices and younger workers take direction from co-workers, and male dominated workplaces, and in competitive 'ego-driven' work environments.

Why should they do it?

Being aware of risk – of hazardous behaviours and practices – is everyone's responsibility. So too, creating and maintaining positive norms and relationships, and 'zero tolerance' to bullying behaviours, benefits everyone at work.

Workplace Benefits

This training will raise awareness of the impact on psychological health of negative behaviours, promote positive norms, behaviours and relationships, foster an open and consultative workplace culture, and improve productivity, safety and satisfaction when at work.



MENTAL HEALTH TRAINING

CREATING, MANAGING AND MAINTAINING A MENTALLY HEALTHY WORKPLACE

Program Overview

People in leadership roles, or those with an eye to leadership, have special responsibilities and legal obligations when it comes to supporting and maintaining a mentally healthy workplace.

This training is to ensure that your managers and team leaders can 'walk the talk' - that they inspire and lead by example in creating and maintaining a mentally healthy workplace.

It will also provide strategies for managing people in higher stress environments, for recognising symptoms of stress, overload or mood affective disorders, for building understanding of stress-related injury, and provide strategies for approaching, assisting and providing referral advice to those showing signs of psychological injury or mental illness.



Duration:

Full day program



Publication:

LBB of Workplace Mental Health

Delivery:



On-site Training



Live Webinar

Training includes the following:

- ✓ The Regulatory Environment; Employer Obligations under The Fair Work Act (2009) and Work Health and Safety Act (2011)
- ✓ Psychological Injury, what is it? Why is it my concern?
- ✓ Building a positive culture
- ✓ Features & benefits of a 'mentally healthy workplace'
- ✓ Change Management and the Role of Leadership (incorporating group tasks)

Who should do this training?

This training is for managers and team leaders, or those with an eye to leadership roles.

Why should they do it?

Being alert to psychological hazard, in the same way as leaders are bound to be alert to physical hazard, is a clear legal obligation under the Work Health and Safety Act (2011) and The Fair Work Act (2009). Failure to act can expose an organisation to serious, and costly, adverse legal action.

In higher-risk work environments, the enhanced duty of care imposes special obligations on team leaders, managers and effective organisational response.

Workplace Benefits

A mentally healthy workplace provides clear bottom line benefits through improved morale, improved engagement and commitment, improved productivity, and reduced business cost. Ensuring that your managers and team leaders can 'walk the talk' on mental health and on inspiring positive behavioural norms is all upside.

Effective leadership on mental health is good for your people; it can save lives. But is also good for business.



MENTAL HEALTH TRAINING

CREATING, MANAGING AND MAINTAINING A MENTALLY HEALTHY WORKPLACE

1

The Regulatory Environment; Employer Obligations under The Fair Work Act (2009) and Work Health and Safety Act (2011)

- ✓ Analysis and examination of compliance obligations around mental wellbeing at work
- ✓ The incidence of mood-affective disorders (depression, anxiety), their personal, social, business and economic cost
- ✓ Understanding higher risk work environments; exposure to trauma, frontline roles, duty of care (around PTSD risk and other anxiety disorders)
- ✓ Bottom line costs: workers' compensation, absenteeism, presenteeism, staff turnover, productivity loss
- ✓ Examination: Fair Work Act (2009), and Work Health and Safety Act (2011), role of the Ombudsman
- ✓ Consequences of inaction: exposure to risk, litigation, prosecution for breach (under The Act)

2

Psychological injury, what is it? Why is it my concern?

- ✓ Examining stress triggers: poor work culture, lack of support, excessive hours, unreasonable demands (among other triggers)
- ✓ Bullying, harassment, incivility, marginalisation: what is it? Its dangers; links to mental injury
- ✓ Work stress travels: its 'after hours' effects (sleep disorders, anxiety) and family and community impacts of mentally unhealthy workplaces
- ✓ Features of a mentally healthy workplace - how to achieve it
- ✓ Importance of relational justice, recognition, role clarity and 'fairness' (dispute resolution processes)
- ✓ The 'happiness quotient', productivity and 'bottom line' benefits
- ✓ Understanding anxiety, PTSD, depression - links to substance misuse, chronic gambling and other disorders
- ✓ Identifying stress reactions and behaviours; what to look for, how to respond (personal and organisational response)
- ✓ Understanding and recognising symptoms of suicide and self-harm ideation
- ✓ Suicide prevention - strategies and skills for getting a 'conversation' going, for providing support and referral

3

Building a positive culture

- ✓ Conducting an examination of work culture (at your workplace); where to start, opening discussion, getting 'buy in' and commitment
- ✓ Identifying and managing risk factors (excessive hours, bullying, unreasonable demands, job insecurity, etc.)
- ✓ Strategies for establishing positive norms and behaviours, building a culture of mindfulness and respect
- ✓ Promoting 'mindfulness'; awareness (of the impact of conscious and unconscious behaviours), respecting boundaries and difference
- ✓ Embracing difference; managing relationships and diversity
- ✓ Building resilience, fostering a supportive and engaged 'speak up' workplace culture
- ✓ The role of effective communication, of effective listening, of respecting capability, of consultation in protecting against psychological injury
- ✓ The importance of monitoring, of being alert to system failures, to excessive hours, unhealthy rostering demands, of unreasonable pressure
- ✓ Assisting colleagues and employees at risk: knowing when to act, how to take action, how to start a conversation
- ✓ Strategies for personal resilience; keeping yourself well, being alert to personal stress responses and behaviours



Publication:

LBB of Workplace
Mental Health



4 Features & benefits of a 'mentally healthy workplace'

- ✓ A mentally healthy workplace: how do you know? What does it look like? What is the evidence that things are well?
- ✓ An unhealthy workplace: how do you know? What does it look like? What are the clues that things are not well?
- ✓ Create a vision statement for a 'mentally healthy work environment' for your workplace: what will it say?
- ✓ Making mental health a priority: organisational health, training and support, the physical environment, role clarity and empowerment, valuing input, consultation and 'a work team' climate
- ✓ Impacts of good mental health management on absenteeism, presenteeism, compensation payments and claims, morale and productivity

5 Change Management and the Role of Leadership (incorporating group tasks)

- ✓ Fostering positive workplace cultures and work systems
- ✓ Inspiring change; how to 'walk the talk' - leadership strategies for fostering respect, for positive modelling, for inspiring and leading by example
- ✓ Ensuring that effective organisational systems and management practices are in place to protect against mental injury
- ✓ How to conduct a workplace mental health 'Health Check': identifying pressure points, training needs, system flaws, organisational response
- ✓ Creating a Workplace Mental Health 'risk and solutions' Matrix targeted to your workplace while being alert to personal stress responses and behaviours



Publication:

LBB of Workplace
Mental Health



DRUGS AND ALCOHOL AWARENESS TRAINING

Workshops & Webinars



DRUGS & ALCOHOL AWARENESS TRAINING

DRUGS, ALCOHOL AND WORKPLACE RISK – CORE PROGRAM

Program Overview

The misuse of alcohol and drugs has a significant negative impact on Australian business. It is a work health and safety matter demanding attention of both workers and management.

Besides increasing business costs and productivity losses, misuse of these substances can strain work relationships, undermine morale and engagement and significantly increase risk of injury, trauma and death.

This training will help participants better understand the health impacts of drugs and alcohol, of detection times following use, of the hazards they pose to safe work practices and their obligations under a Workplace Drugs and Alcohol Policy.



Duration:

Two hour program



Publication:

A Handbook of Alcohol, Drugs, and Workplace Risk

Delivery:



On-site Training



Live Webinar

Key content includes:

- ✓ Drug and alcohol misuse in Australia, reflection on life choices, attitudes and practices
- ✓ Your workplace drug and alcohol policy
- ✓ The economic burden and social impact of substance misuse on Australian society
- ✓ Overview of commonly misused legal and illicit drugs
- ✓ Standard drink sizes and tips for managing alcohol consumption
- ✓ Alcohol use: short and longer-term health impacts of binge-drinking, heavy use drinking
- ✓ What it means to present 'fit for work'
- ✓ How substances impair work performance and judgement (and increase workplace risk)
- ✓ Testing regimes: Australian standards and cut-off levels; detection periods of commonly used substances
- ✓ Signs and symptoms of drug or alcohol impairment and of dependence
- ✓ Dangers, prevalence and potency of common illicit and legal drugs and health and wellbeing; impacts on the body and vital organs
- ✓ Specific dangers of methamphetamines, opioids, heroin and synthetics
- ✓ Understanding addiction, the trap of addiction
- ✓ "RUOK?" Strategies for assisting co-workers struggling with drugs and alcohol use, for starting a conversation
- ✓ Accessing help, advice and referral services

Who should do this training?

This training is for all at the workplace.

Why should they do it?

Employers have a duty of care under the Work Health and Safety Act (2011) to provide a workplace that is free from hazards associated with the misuse of drugs and alcohol. Employees also must be aware of their obligations under the Workplace Drug and Alcohol Policy.

The core of the Policy is to be always 'fit for work', and to strictly comply with BAC, urine or saliva test limits outlined in that policy. Breach may result in suspension or termination.

Workplace Benefits

Committing to action through an ADA Australia Drug and Alcohol Awareness Training Workshop, Toolbox Talk or Webinar will get the conversation going at your workplace, provide positive strategies for managing hazard and risk, and guard against negative behaviours associated with misuse of drugs and alcohol.

DRUGS & ALCOHOL AWARENESS TRAINING DRUGS, ALCOHOL AND WORKPLACE RISK – TOOLBOX TALK

Program Overview

Drugs or alcohol factor in as many as one-in-ten workplace deaths, and one-in-four reportable workplace accidents. And, misuse of these substances is growing across Australian workplaces.

The cost to business, the burden on the health system, the risk to workplaces, and the intergenerational impact on children due to this misuse, demands the attention of us all. We can get the conversation you need going, and we can help.

The toolbox talk is a more condensed version of the program and is designed for delivering to larger groups. It is more focused on delivering content as opposed to our 2-hr interactive program.

 **Duration:**
One hour program

 **Publication:**
A Handbook of Alcohol, Drugs, and Workplace Risk

Delivery:



On-site
Training



Live
Webinar



Worker
Wellbeing
Hub

Key content includes:

- ✓ Communication of Company Drug and Alcohol Policy
- ✓ Overview of employee and employer obligations under the Policy
- ✓ Economic and social impact of substance misuse on Australian society
- ✓ Overview of commonly misused legal and illicit drugs
- ✓ How these substances impair work performance and judgement, and increase risk to affected individuals, as well as increasing risk to the health, safety and welfare of co-workers
- ✓ Health and wellbeing impacts of drugs, smoking and alcohol misuse
- ✓ Dangers, prevalence and potency of common illicit and legal drugs and their health and wellbeing impacts on the body and vital organs
- ✓ Impairment and detection periods of commonly used substances
- ✓ Testing regime: Australian standards and cut-off levels
- ✓ What it means to present 'fit for work'
- ✓ Fostering a supportive 'speak up' culture, getting help and advice

Who should do this training?

This training is for all at the workplace.

Why should they do it?

Employers have a duty of care under the Work Health and Safety Act (2011) to provide a workplace that is free from hazards associated with the misuse of drugs and alcohol. Employees also must be aware of their obligations under the Workplace Drug and Alcohol Policy.

The core of the Policy is to be always 'fit for work', and to strictly comply with BAC, urine or saliva test limits outlined in that policy. Breach may result in suspension or termination.

Workplace Benefits

Committing to action through an ADA Australia Drug and Alcohol Awareness Training Workshop, Toolbox Talk or Webinar will get the conversation going at your workplace, provide positive strategies for managing hazard and risk, and guard against negative behaviours associated with misuse of drugs and alcohol.

DRUGS & ALCOHOL AWARENESS TRAINING DRUGS, ALCOHOL AND MENTAL HEALTH – EXTENDED PROGRAM

Program Overview

This training comprises the **CORE AOD PROGRAM PLUS** the additional content related to **AOD and MENTAL HEALTH**:



Duration:

Two hour, three hour or half day program



Publication:

A Handbook of Alcohol, Drugs, and Workplace Risk

Delivery:



On-site Training



Live Webinar

Additional AOD and Mental Health Content:

- ✓ The role of work stress, anxiety and depression in substance-use disorders
- ✓ Enhanced risks for frontline workers – self-medication, risk-taking behaviours, dealing with trauma, signs and symptoms of PTSD, anxiety and mood disorders
- ✓ Smoking, binge drinking, drug use, comorbidity with mental illness
- ✓ Depressive effects of alcohol; understanding its impact on chronic depression
- ✓ Self-reflection, understanding your own motivations and behaviours around AOD
- ✓ Genetic vulnerability to addictive behaviours, what this means for personal risk factors, and risk factors for family members
- ✓ Other addictive behaviours related to depression, anxiety and mood disorders
- ✓ Impact of ‘modelling’ around AOD use on children and family members
- ✓ Importance of health checks, having relationship with GP or health professional
- ✓ Importance of ‘conversation’, setting up a buddy system, being aware of signs and symptoms, mental health referral and advice

Who should do this training?

This training is for all at the workplace.

Why should they do it?

The workplace can play a strong positive role in raising awareness and in changing mindsets, attitudes and behaviours around mental health, psychological injury and substance use. Key to this is better understanding of mental ill-health, and of the role of stress in anxiety disorder (PTSD), depression, substance disorders and self-harm.

While essential training for all workplaces committed to good mental health, this training is suited for workplaces where personnel work in ‘frontline’ or high-risk roles. It is also suited to those working in remote or isolated locations with limited social or family support.

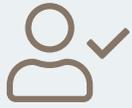
Workplace Benefits

Protecting against anxiety, depression and risk-taking behaviours with drugs and alcohol (and other negative practices) will produce lasting benefits in engagement, commitment, safety and wellbeing of all at the workplace.



SPECIALISED PROGRAMS

Call to Enquire



SPECIALISED PROGRAMS

SUICIDE PREVENTION, PROTECTING MENTAL HEALTH & ANXIETY & STRESS MANAGEMENT



Duration:

Two hour program

SUICIDE PREVENTION PROGRAM:

- ✓ Examination of depression and suicide in Australia
- ✓ Understanding depression and anxiety and links to thoughts of suicide and self-harm
- ✓ Comorbidity of mental ill-health, substance disorders, gambling, 'self-medicating'
- ✓ Being alert to signs and symptoms of depression, anxiety and thoughts of suicide
- ✓ Behavioural change, anger, loneliness, isolation, disconnection
- ✓ Risk factors: PTSD, stress factors, chronic anxiety
- ✓ Identifying red flags and risk factors of suicidal thinking and behaviours
- ✓ 'Talking about suicide'; how to start a conversation, encouraging 'help seeking'
- ✓ Connection, intervention and treatment
- ✓ When to call, who to call for help and advice
- ✓ Help, crisis intervention and treatment services available



Duration:

Two hour program

PROTECTING MENTAL HEALTH (FOR SMALL BUSINESS OWNERS)

- ✓ Understanding depression, anxiety, thoughts of self-harm
- ✓ Recognising risk: negative self-talk, insomnia, confusion, 'crowded' thoughts
- ✓ Comorbidity of mental ill-health, substance disorders, gambling, risks in 'self-medicating'
- ✓ How work stress 'travels' - to relationships and family
- ✓ Triggers to stress, being overwhelmed, feelings of loss or of not coping, loss of control, financial difficulties
- ✓ Managing, finding perspective, how to compartmentalise and breaking problems into manageable plans, actions
- ✓ Revisiting and revising business plans, working with employees, business support groups
- ✓ Examining options, accessing professional services, debt management, restructuring, succession planning, preparing business for sale (some principles)
- ✓ Positive thinking, finding positives (as counter to negative thoughts), finding focus and balance
- ✓ Healthy practices; positive habits for building resilience, 'down time', routine, sleep and rest
- ✓ Finding 'the good', building relationships, finding support
- ✓ Help, crisis intervention, treatment plans & services available



Duration:

Two hour program

ANXIETY AND STRESS MANAGEMENT

- ✓ Healthy anxiety and chronic anxiety
- ✓ Symptoms, warning signs and "red flags"
- ✓ Role of physical or psychological trauma, adverse experiences, bullying, violence
- ✓ High risk occupations, exposure of frontline workers
- ✓ Strategies for positive thinking, creating habits to manage uncomfortable feelings
- ✓ Strategies for connection, for checking in, creating 'buddy systems'
- ✓ Links between anxiety, depression and thoughts of self-harm
- ✓ Dealing with the 'self-talk', recognising signs within, strategies for resilience
- ✓ Approaching someone showing signs of anxiety disorder
- ✓ Learning to 'open up'; help seeking
- ✓ Help, crisis intervention and treatment services available



SPECIALISED PROGRAMS

YOUTH PROGRAM & GENDERED VIOLENCE



Duration:

One hour or two hour program

YOUTH PROGRAM: "DRUGS, ALCOHOL AND ME"

- ✔ What's behind 'drinking and drug cultures'?
- ✔ Normalised thinking: media and social modelling of alcohol and drugs
- ✔ Understanding anxiety, feeling awkward, 'fitting in, and the choices we make
- ✔ Dangers in binge-drinking, damage to essential organs
- ✔ Intoxication and risk-taking; youth death and injury statistics
- ✔ Being protective, staying safe around intoxicated or drug-affected people
- ✔ Alcohol as a toxin, the role of the liver, effects of alcohol on developing brains
- ✔ Resisting peer pressure, conformity, what it means to have a healthy 'sense of self'
- ✔ Debunking myths about drugs and alcohol
- ✔ Drugs: do we know what's in them? Common drugs and toxic ingredients
- ✔ Drug classifications, impairment, facts about detection periods
- ✔ Effects on body, brain and appearance of ice, heroin, ecstasy (and common street drugs)
- ✔ Mixing drugs, pharmaceuticals, opioids, statistics and dangers
- ✔ The chemistry of addiction - the plain facts
- ✔ Discussion around power, protection and 'making choices'
- ✔ Information around support and helpful services for young people



Duration:

One hour or two hour program

GENDERED VIOLENCE

- ✔ Understanding 'gendered violence'- what is it?
- ✔ Predominant targets, who is most at risk? Higher risk environments
- ✔ Some typical behaviours to be alert to (stalking, unwelcome touching, advances, offensive language or gestures
- ✔ Recognising covert or insinuated violence; threats, hidden aggression, marginalising, discrediting, humiliation
- ✔ Workplace impacts of gendered violence (on culture, cooperation, leadership, productivity)
- ✔ Legal risks under Workplace Relations Act 1996, Fair Work Act 2009, and Work Health and Safety Act 2011
- ✔ Impacts on targeted individuals, links to chronic anxiety, depression, thoughts of suicide
- ✔ Building a culture of respect
- ✔ Encouraging a safe 'speak up' workplace culture
- ✔ Establishing positive cultural norms: 'mindfulness', leading by example, team building
- ✔ Mentoring, duty of care for younger workers and those with disability or other minorities
- ✔ Should you intervene? Calling it out, reporting unacceptable behaviours
- ✔ Establishing workplace policies and practices for 'zero tolerance', utilising your EAP



SPECIALISED PROGRAMS

APPRENTICE AND/OR INDUCTION TRAINING

- ✓ ADA Australia's one-day Induction Day or Apprenticeship Day is to provide new workers and/or young workers with information, insight and awareness around alcohol, drugs, mental disorder and other challenges that they may confront or come across when at work, and outside of work.



Duration:

Full Day Program

ALCOHOL & OTHER DRUGS:

- ✓ Drugs or alcohol factor in as many as one-in-ten workplace deaths, and one-in-four reportable workplace accidents.
- ✓ And, misuse of these substances is growing across Australian workplaces.
- ✓ The cost to business, the burden on the health system, the risk to workplaces, and the intergenerational impact on children due to this misuse, demands the attention of us all.
- ✓ We can get the conversation going with your workers, and we can help.

FAMILY AND GENDERED VIOLENCE

- ✓ With a focus on building strong, respectful relationships and creating conversation around behaviours and anger management, the training explores:
- ✓ Violence, coercion, control from a legal perspective and a relational one
- ✓ Awareness around respect and unreasonable behaviours at work, of being mindful of the rights of others, of the right to feel safe always
- ✓ Violence in the home, its different forms and the impact on individuals and families
- ✓ How to approach and support someone experiencing violence, harassment, victimisation (at work or at home)
- ✓ Referral and support services available

MENTAL HEALTH & SUICIDE PREVENTION

- ✓ This training examines the prevalence of mental illness and disorder in Australia, and of common co-existing disorders (alcohol, drugs and other chronic behaviours and disorders).
- ✓ Participants will learn to recognise psychological injury and stress reactions – in themselves and in others – and of links to depression, anxiety (PTSD) and to negative 'self medicating' behaviours such as substance misuse and gambling.
- ✓ The training also looks at suicide, of common symptoms and behaviours when carrying these thoughts, the importance of connection and support and of seeking professional help and advice.
- ✓ It also empowers participants with the skills to identify red flags and risk factors of suicidal thinking and behaviours, to start a conversation and encourage 'help seeking'.



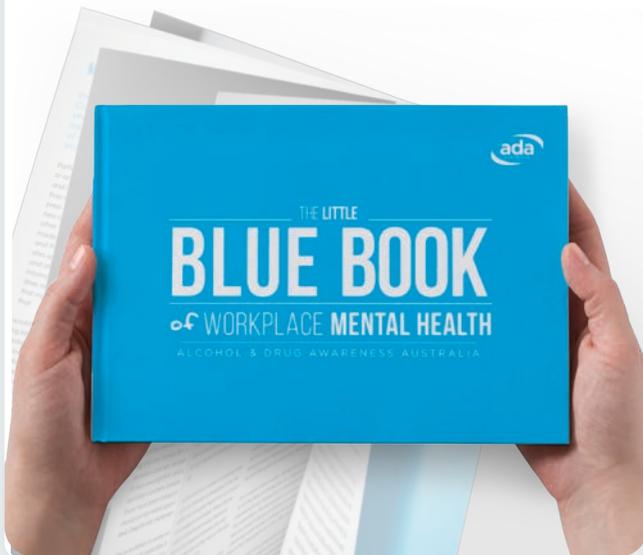
SUPPORTING PUBLICATIONS



OUR COURSE MATERIALS:

ADA Australia has produced the following three key publications which form the content basis for our training programs. Allocated publications are included for each program, and are also available for individual sale.

The Little Blue Book of WORKPLACE MENTAL HEALTH (2019)



The Little Blue Book of MENTAL HEALTH - COVID-19 EDITION (2020)



A Handbook of ALCOHOL, DRUGS and WORKPLACE RISK (2017)



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*All ADA Australia course materials, handbooks and presentations have been clinically reviewed.



ADA FRIENDLY SUPPORT SERVICES

ADA FRIENDLY SUPPORT SERVICES

The ADA Friendly Support Services phone number, operating 24/7 is manned by experienced support workers. This support is available to all ADA Australia clients: to company employees, contractors, casual staff, trainees, apprentices and others. It is also available free of charge to their families.

Our Commitment:

Our commitment is to always have the client's health and wellbeing – and their needs – as our absolute priority. The interventions, referrals and assistance provided for drug, alcohol, depression, anxiety and mental health disorders are always governed by the caller's situation and their needs.

Our aim is to be both familiar and trusted by those reaching for support.

Key features

- ✔ **ANONYMITY ASSURED:** Callers to the service can speak anonymously – they need not identify themselves nor place of work, company or organisation.
- ✔ **CONFIDENTIALITY ASSURED:** Anything discussed or disclosed is fully protected by the therapeutic relationship – our support workers are ethically, professionally and legally bound to respect confidentiality. Information will NEVER be shared without an individual's full knowledge and consent unless in instances where it is legally required to report/share information - when a person has threatened harm themselves, harm another, or in situations involving abuse of a child.
- ✔ **FOR CRISIS CALLS:** Our operators are trained to correctly manage the situation and to respond appropriately.

ADA FRIENDLY SUPPORT SERVICES

Information and advice through the 'Friendly Ear' Helpline

Friendly, calm and non-threatening: our Friendly Ear service for drug, alcohol and mental health disorders is always available (and we are always ready to listen).

Referrals (such as mental health assessment by a clinical psychologist)

Crisis and management support

Being there' to assist and support, to help the person clarify 'next steps', to encourage and support them on a journey to health and wellbeing.

Key features

ADA Australia's "Friendly Support Services" offer a range of support, information, advice and referral services for those:

- ✔ Worried about their alcohol or drug use, or gambling, or family and relationship problems related to these and other addictive behaviours
- ✔ Experiencing difficulties – family, financial or personal – due to substance misuse, dependency and other disorders
- ✔ Living with anxiety, depression, thoughts of self-harm and other concerns around mental health
- ✔ And, for those living with others, or affected by others who may be experiencing these difficulties.

Family support

ADA Australia's Friendly Support Services helpline is also a touchpoint for partners, families and others living with and impacted by addiction, mental health disorders, and other challenges.

Addiction and Mental Health recovery support

On-going phone support and assistance in accessing clinical interventions, such as drug or alcohol detox and rehabilitation services, men's behavioural change programs, trauma counselling.



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*Stay Safe,
Be Well.*