

## HOW-TO Guide

We have created a new Wellbeing Calendar experience following customer feedback with the aim of increasing the benefits for you and your people. The calendar comprises of carefully curated content and learning and development options to raise awareness, increase engagement and embed real behavioural change.



### LEVEL 1 AWARENESS

#### Wellbeing in Focus Tools

Our Wellbeing in Focus Tools are short, sharp documents designed to get people thinking about a topic and give them hints and tips on how to move forward. These tools are ready to be emailed to your people, uploaded to your intranet or accessed via our website login areas and AccessMyEAP app. These tools are a great starting point to raise awareness ahead of engagement and embedding. This year we have also released a Wellness Spotlight and Connection Wellbeing Tool for you to utilise.

### LEVEL 2 ENGAGEMENT

#### Webinars

Webinars are ideal if you want a taster of a topic and would like to reach a large and/or geographically dispersed audience with some timely information. All our webinars are pre-recorded for your convenience and accessible via a link for your people to watch in their own time. They are presented by subject matter experts and learners are encouraged during and after the webinars to reflect on how they can apply the information presented.

### LEVEL 3 EMBEDDING

#### Training solutions

Training is ideal if you want to support genuine behavioural change or provide an optimal learning experience for your people to attain and apply new skills and knowledge. All of our training is created by Psychologists and mental health/wellbeing experts. It is designed to provide broad knowledge of the topic, involving interactive exercises and practical application back to the workplace.

► **Speak with your Relationship Manager for more information and to discuss training solutions for your organisation.**