

Workplace Life Skills Toolbox - Summary

OzHelp is a not for profit program and was established in 2007 to provide workplace based early intervention suicide prevention and social capacity building programs.

Our vision is to enhance with the Workplace Life Skills Program is to build resilience. OzHelp Tasmania is a program of Lifeline Tasmania.

Our Workplace Life Skills Toolbox (WLSTB) is a one-day practical workshop that specifically focuses on key life skills required during the transition into the workplace.

The following outlines the WLSTB course and specific timings for the full-day workshop. A brief description of each unit is provided below (timings are just a guide:

Time	Topic	Length
9:00am	1. Welcome – Introduction / Icebreakers	45 minutes
9:45am	2. Budgeting & Finances	45 minutes
10:30am	BREAK	
10:45am	3. Mental Health & Wellbeing	1 hour
11:30am	4. SALT – Suicide Prevention	1 hour
12:30pm	LUNCH	30 minutes
1:00pm	5. Alcohol & Other Drugs	45 minutes
1:45pm	6. Communication & Conflict Resolution	45 minutes
2:30pm	BREAK	
2:45pm	7. Bullying & Harassment – QUIZ	45 minutes
3:30pm	8. Healthy Relationships	1 hour
4:30pm	CLOSE / Evaluation	

1. Introduction activity - values

At the conclusion of this introduction and values session, participants will be able to identify their own values and beliefs and use this understanding to influence their behaviour in order to set and achieve long-term goals. It will set the scene for the day.

2. Budgeting and Financial Literacy

At the conclusion of this session, participants will be able to develop a personal budget and strategies to managing spending, saving and investing.

3. Mental Health and Wellbeing

At the conclusion of this session, participants will be able to increase resilience and wellbeing, distinguish between a mental illness and mental health and understand where to seek help.

4. SALT – Suicide Prevention

At the conclusion of this session, participants will gain a greater understanding of suicide, identify signs and symptoms that a person may be thinking about suicide, appropriately respond and assist the person to seek help. This session will be facilitated by two Facilitator's to ensure emotional safety.

5. Alcohol and Other Drugs

At the conclusion of this session, participants will be able to demonstrate an understanding of alcohol, other drugs, the risks and harms associated with the use of alcohol and or other drugs, signs and symptoms of addictive behaviour, industry testing, and where to access help.

6. Communication and Conflict Resolution

At the conclusion of this fully activity based session, participants will be able to demonstrate the ability to use effective communication skills in the workplace, identify bias and barriers to communication and utilise effective listening techniques. In addition, participants will be able to identify their individual conflict style and use techniques for dealing with difficult situations.

7. Bullying and Harassment

At the conclusion of this activity session, participants will be able to identify and appropriately respond to bullying and harassment in the workplace, understand their legal and ethical obligations with regards to bullying and harassment and where to seek additional support. The session will take place as an interactive digital quiz.

8. Healthy Relationships

At the conclusion of this session, the participants will have a greater understanding of healthy relationships and have an increased ability to utilise self-reflection and appropriate communication style to enhance workplace and personal relationships.