

# B – A MENTOR

## Providing a Helping Hand

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### Overview

Provide delegates with the knowledge, skills and behaviours to assist fellow employees in need.

#### Course content

- How to mentor fellow employees
- Mentoring and proving support systems
- Empowering employees through coping skills
- Effectively engaging established processes and referral networks

#### Outcomes

To enable the delegates to assist fellow employees so that after providing assistance the employee will have the skills and ability to manage and take responsibility for their own health, wellness and emotional needs.

#### Target Market

All Champion of wellness that did the Champion of Change course

#### Format

Interactive workshop

#### Duration

3 days

Paterson Grade	AECI Group Job Families					Duration	Entry requirement
	Support	Sales	Manufacturing	Engineering	Research		
E Level	X	x	x	x	X	3 days	NQF 4

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### **IMPORTANT – COMPETENCY CERTIFICATION**

All training modules provided by Positively Alive are outcomes based and as such a certificate of competency is only achieved once the delegate has successfully implemented, complete and submitted a portfolio of evidence against the required outcomes of the unit standards.

**NO ATTENDANCE CERTIFICATES ARE ISSUED: - COPIES OF ATTENDANCE REGISTERS ARE HELD BY THE SERVICE PROVIDER AND ORIGINALS ARE SUBMITTED TO THE CLIENT.**

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# Training Module Contents:

## **Chapter 1: Introduction to being a buddy and lending a helping hand**

### **Objectives**

To introduce and provide an overview of the concept, “lending and providing a helping hand” to a colleague or a friend in need (Being a buddy)!

### **Outcomes**

- Define the roles of a champion of wellness buddy system
- Describe the characteristics and core elements needed for a wellness champion or peer educator to lending a helping hand to a buddy in need

## **Chapter 2: Introduction to Psychosocial Counselling – Lending a Helping Hand**

### **Objectives**

To provide an understanding for the wellness champion buddy, peer educator and care giver as a person who is required to lend a helping hand to those in need with basic knowledge, basic skills and behaviours that are the same as providing first line psychosocial counselling.

### **Outcomes**

- Define the core skills and competencies needed when lending a helping hand.
- Describe the characteristics and psychosocial ‘counselling’ needed for a wellness champion or peer educator to lending a helping hand to a buddy in need.

## **Chapter 3: Mentoring and Providing Support Systems**

### **Objectives**

To provide an understanding for the wellness champion buddy, peer educator and care giver of the concept mentoring and mentorships.

### **Outcomes:**

Mentoring is a powerful personal development and empowerment tool. It is an effective way of helping people to progress in their careers and is becoming increasingly popular as its potential is realised. It is a partnership between two people (mentor and mentee) normally working in a similar field or sharing similar experiences (much like the concept of a peer educator). It is a helpful relationship based upon mutual trust and respect.

## **Chapter 4: Implementing an Employee Wellness Buddy Mentorship**

### **Programme (Lending a helping hand)**

#### **Objective:**

In this chapter we will unpack how to successfully introduce an employee wellness buddy programme. The core skills, competencies and actions needed to be an effective wellness mentor with a practical ability to empower the learner to know that they have the ability to lend a helping hand to a fellow employee.

#### **Outcomes:**

The candidate will have the skills and knowhow needed to effectively engage established process and referral networks.

## **Chapter 5: Emotional Intelligence (EQ)?**

*"All learning has an emotional base." - Plato*

**Objective:**

Delegates will learn more about exactly what emotional intelligence (EQ) is, how it works, and how it is measured.

**Outcomes:**

The candidate will understand why the ability to express and control their own emotions is important, but also know that our ability to understand, interpret, and respond to the emotions of others. Psychologists refer to this ability as emotional intelligence, and some experts even suggest that it can be more important than IQ.

**Chapter 6: Making a Personal Buddy Pledge: – ‘A Commitment to Service’.**

**Objective:**

As this is the end of the formal wellness champion’s skills development programme this final chapter contacts the format that will be used for each individual learner to make a personal commitment and agreement to the role they will play in ensuring the success of the employee health and wellness programme.

**Outcomes:**

The wellness champion will participate in a pledge ceremony and establish their commitment to the success of the programme. This ceremony is in celebration of the culmination of the programme.

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**Costs and Additional Information Fees for 3 Day Training Modules: -**

(Based on a minimum of 6 delegates but limited to a maximum of 25 delegates).

Daily training facilitation rate @ R 8, 500.00/day, (Total for 3 Days R 25,500.00) plus an additional, R 50.00/delegate for the costs of printed manuals, evaluation and issuing of certification etc. Discounts can be negotiated if a business agreement is reached where client are able to commit to using Positively Alive as their preferred employee health, wellness and safety training service provider. Please make inquiries about discount rates for multiple training sessions

- The listed training facilitation rates are applicable where training modules indicated are provided at the clients/customers own training premises, venues and/or facilities.
- The fees quoted exclude the costs of all meals, refreshments and any other miscellaneous items provided by the clients to the delegates.
- Handouts, worksheets and any other training aids provided by Positively Alive are included in the daily facilitation rate charged unless specified. (Training manuals, issued to delegates, as specified above will be billed at cost to the client)
- The quoted fees excluded: travel, accommodation and meals for the training facilitator where training is required out of Gauteng Province. These costs will be negotiated directly with the client and all costs will be for the clients own account.

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**CK2010/002085/23**



POSITIVELY ALIVE



Provider Accreditation Number: 9639



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**BEE Exempt - Micro Enterprise Level 4 EME Entity**