



**Be Well Plan**  
**TRAIN THE TRAINER**  
**PROGRAM**  
**INFORMATION PACK**



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# About Us

## SAHMRI Wellbeing and Resilience Centre

### Our Vision and Mission

We envisage a society where all people are equipped with skills to build their mental health and grow through life's challenges.

Our work focuses on researching, developing and delivering products and services to help build the mental health of individuals, organisations and the wider community. We are unique in the field of wellbeing and mental health as a single provider with a proven track record and experience in offering wellbeing measurement, training and strategies for sustainable positive behaviour change which are underpinned by the latest scientific research.

We translate our research findings into psychological training programs that are:

- Easily applied and engaging
- Promote positive, long term behavioural change
- Continually updated based on the latest evidence
- Integrated with wellbeing measurement to track progress

One way we achieve our vision is to provide opportunities for organisations and individuals to deliver the research based programs we have developed to their staff, clients and community, through licensing opportunities such as the Be Well Plan Train the Trainer Program.



# Be Well Plan

**Be Well Plan** is our latest wellbeing and mental health training program that allows participants to develop a personalised mental health and wellbeing strategy tailored to their psychological health profile and their current life circumstances.

The 5 weekly sessions (10.5 contact hours) allow time for participants to try new wellbeing tools and activities, and to adjust their plan to meet their own circumstances and preferences. This helps the participants to develop positive habits and behavioural change.

Participants will walk away with a tailored plan comprising self-selected activities from a collection of evidence based resources to help them deal with stress, build resilience and become their best possible self.

## Overview of the 5 weekly sessions:

Session 1	Foundational knowledge on mental health, wellbeing and mindfulness
Session 2	Using your individual mental health profile to tailor your Be Well Plan
Session 3	Identifying resources and challenges affecting your mental health
Session 4	Managing stress and building resilience
Session 5	Living your Be Well Plan: future proofing your mental health & wellbeing



## Program design

Be Well Plan was developed by researchers and mental health professionals from the SAHMRI Wellbeing and Resilience Centre and the Orama Institute for Mental Health and Wellbeing at Flinders University. The program is based on rigorous design principles and is underpinned by **four key pillars:**

### A multi-disciplinary team

The program was designed with a large team from a range of backgrounds, including researchers, psychologists, counsellors, professional trainers, academics, project managers and end users.

### Co-design

Be Well Plan was developed with the input of end users and is based on a best-practice program development framework called Intervention Mapping. This approach ensures a very clear theoretical rationale for the design of the intervention that is linked to the expected outcomes.

### Rigorous theory and evidence backbone

Be Well Plan is based on a large meta-analysis (a 'study of studies') that was conducted by the Wellbeing and Resilience Centre Research Team. A large meta-analysis was undertaken to

understand the most effective ways to improve mental wellbeing by drawing on the best available evidence from around the world. This meta-analysis included over 400 studies, which allowed us to ensure that the activities and skills included in Be Well Plan are the most effective and evidence based.

### Learnings from over 5,000 people

At SAHMRI we have been delivering wellbeing and resilience programs in Australia for the past 5 years. We have worked with over 5,000 people from many walks of life, including private and public workforces, at-risk youth, male and female offenders, older adults and their carers in the community and university students. We have gained a lot of experience and learnings from evaluating these programs, all of which have been used to strengthen and inform the design of Be Well Plan.



# Integration with Technology

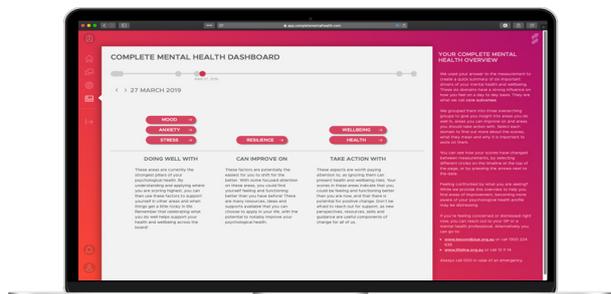
A unique feature of the Be Well Plan is its integration with technology. The SAHMRI Wellbeing and Resilience Centre has developed an online platform called the **Be Well Tracker**, that allows individuals to take a survey of their mental health and wellbeing and immediately receive a confidential report. This report includes insights into the individual's mental health status, as well as tips and tricks to maintain or build higher levels of mental health.

The platform measures six constructs: **Wellbeing, Resilience, Anxiety, Stress, Mood, and Health.**

Be Well Plan Program participants are invited to complete an online survey on the Be Well Tracker at the beginning of their training and again at the end of the program. The first survey is to assist participants to learn about their own mental health and wellbeing, and to set goals about the aspects of their mental health that they would like to work on. The second survey is to assist participants to track their mental health and to see whether there is a difference in their report since the beginning of the program.

## COMING SOON:

We are currently finalising the development of a mobile app that will allow participants to create their Be Well Plan on their mobile device. This app will use intelligent algorithms to recommend the most effective and relevant activities for individuals based on their results from the Be Well Tracker.





## Evaluation of the Be Well Plan

Since the launch of the Be Well Plan Program in March 2020, we have delivered the training to workforces, university students and the general community and our initial evaluation of its efficacy has been very promising. We have seen that the Be Well Plan Program is effective at improving levels of mental wellbeing (life satisfaction, psychological and social wellbeing) and reducing levels of psychological distress (mood, anxiety, and stress). Importantly, early evidence suggests that the program seems to be most effective for individuals who come into the program with higher levels of psychological distress.

We are excited by these early results and will continue to strengthen our evidence base in 2021 with a Randomised Controlled Trial of the Be Well Plan (the most rigorous method to evaluate a program), and further testing in new cohorts, such as medical professionals.





# Be Well Plan Train the Trainer Program

Our aim is to make the Be Well Plan as widely available as possible to help us achieve our vision of a society where all people are equipped with skills to build their mental health and grow through life's challenges.

In response, we have developed a Be Well Plan License Model, where individuals and organisations can undertake our Be Well Plan Train the Trainer Program and become licensed as Be Well Plan Certified Trainers. Please see page 13 for more information on the license model.

We have developed a rigorous Be Well Plan Train the Trainer Program designed to ensure Certified Trainers are able to deliver the Be Well Plan to a high standard. The Train the Trainer Program will ensure Certified Trainers are well equipped with the knowledge and skills required to deliver sustainable impact.

## Why become a Be Well Plan Trainer?

- 1 Learn how to teach psychological skills and interventions in a practical and engaging manner both face to face and online
- 2 Gain deeper knowledge on evidence-based psychological principles and effective interventions
- 3 Grow and build your own wellbeing and resilience
- 4 Gain access to an evidence-based training program, with material that will be continuously updated based on the latest research. Evaluation findings of the effectiveness of the program will also be shared.
- 5 Gain access to a fully integrated measurement tool and a support app that can be offered to your participants, bringing another element of engagement to the training
- 6 Receive ongoing support from the Research and Training team of SAHMRI Wellbeing and Resilience Centre
- 7 Join a passionate and stimulating network of other wellbeing trainers, counsellors and coaches connected to SAHMRI Wellbeing and Resilience Centre



## Why Invest as an Organisation?

The business case for organisations investing in the mental health of their people has never been more important. Our data for 2020 shows the significant increase in those experiencing low wellbeing and distress. Further, mental health concerns were cited as the most common reason for lower productivity in 2020, affecting 3 in 5 workers (*SuperFriend, 2020*). With continuing change and uncertainty, it is crucial for organisations to keep staff well and productive and able to adapt to constant change.

Evaluation of the delivery of the Be Well Plan program, as detailed on page 7, has shown the program is effective at improving levels of mental wellbeing (life satisfaction, psychological, and social wellbeing) and reducing levels of psychological distress (mood, anxiety, and stress), with direct benefits to productivity.

Investing in in-house Be Well Plan Certified Trainers has a number of benefits:

- 1** Return on Investment to organisations as a result of training and embedding similar programs ranges from 1.7 to 6.5, including savings in absenteeism and improved productivity (*Investing to Save, KPMG, 2018*).
- 2** Ensures sustainable ongoing impact for your people rather than a once-off initiative, by embedding internal capability.
- 3** Internal trainers understand the working environment as well as the particular challenges and stressors faced by their colleagues or that are specific to your industry. The trainers are therefore able to contextualise the examples provided throughout the training, making it relevant and practical for the needs of staff.
- 4** Cost effective, scalable solution through the ongoing delivery of training by internal trainers.
- 5** Internal trainers can compliment external professional trainers, allowing flexibility in delivery options.

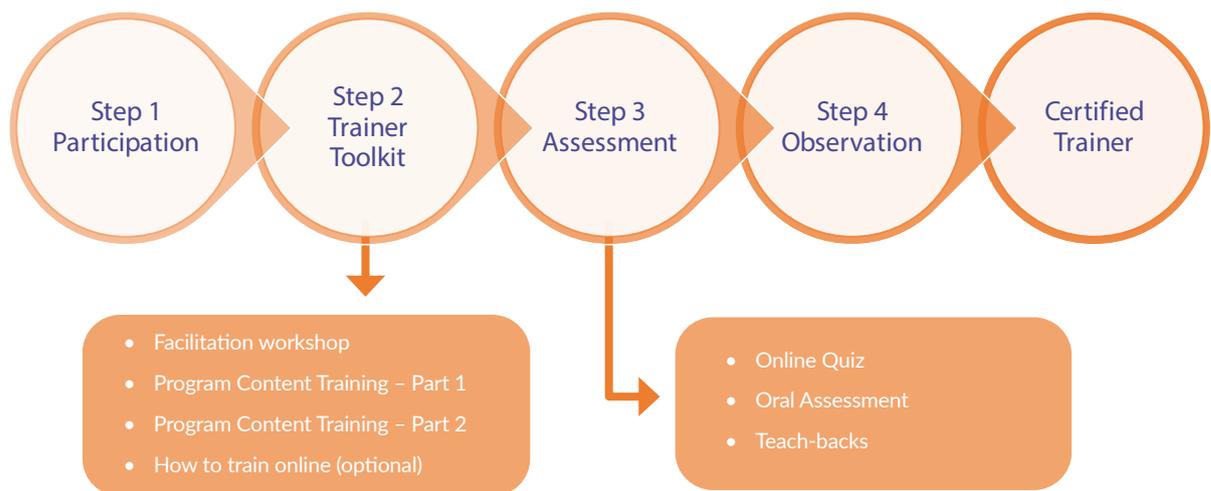
# Selection Criteria

We are looking for people who are passionate about building their own mental health and wellbeing and contributing to their community. They understand the importance of a mentally healthy society and are enthusiastic in helping others flourish. They have good communication skills and have a love of learning about psychological principles and interventions. It is not essential for the applicant to have prior knowledge of, or qualifications in, psychological interventions.

Potential licensees may be an individual trainer wishing to deliver Be Well Plan to their clients, or an organisation looking to deliver Be Well Plan to their staff and/or clients.

# Train the Trainer Roadmap

There are four steps to becoming a Be Well Plan Certified Trainer:



## Step 1 – Program Participation

We believe that trainers should embody what they advocate. That is why participation in the Be Well Plan is a fundamental prerequisite to being able to deliver the Program. It is an opportunity to experience the Be Well Plan through the lens of a participant, gain knowledge and observe how the training is facilitated by our Be Well Plan Master Trainers.

## Step 2 – Trainer Toolkit Workshops

Following completion of the Be Well Plan Program, trainers-in-training will attend 3

half day workshops aimed at developing their facilitation skills and deepening their understanding of the program content, as well as psychological principles and interventions.

### Facilitation Workshop

This workshop takes a detailed look at the expectations of the Train the Trainer Program. It will also include topics such as public speaking, presenting skills, managing groups, and how to plan and prepare for delivery.

### Program Content Training - Part 1

This workshop delves deeper into the Be Well Plan Program, giving trainers-in-training an in-depth understanding of the content and





structure of the program session by session. Trainers-in-training will be guided on how best to facilitate the various program activities and how to use appropriate personal examples to demonstrate the application of the psychological principles.

### **Program Content Training - Part 2**

This workshop is intended to equip trainers-in-training with foundational knowledge of the psychological principles and interventions in the Be Well Plan Program. This will include topics such as Cognitive Behavioural Therapy and Acceptance Commitment Therapy.

### **Online Facilitation**

Also on offer is an optional workshop on online facilitation for those who are new to delivering online training.

## **Step 3 - Assessments**

To demonstrate their understanding of the intent, structure and content of the program, trainers-in-training will undergo three assessments:

- An online quiz
- An oral assessment
- Two teach backs

**Online quiz:** A quiz comprising multiple choice questions to test the understanding of the content of each of the 5 sessions.

**Oral assessment:** In an interview style setting a Be Well Plan Master Trainer will ask a series

of questions to assess the trainer-in-training's understanding of the program, its structure and intent.

**Teachbacks:** Trainers-in-training will present (or 'Teachback') an allocated section of the program to a Be Well Plan Master Trainer and a small number of other trainers-in-training. They will be required to Teachback two sessions and will receive detailed verbal and written feedback from the Master Trainer to help them to refine their knowledge and facilitation of the program.

## **Step 4 - Observation**

Trainers-in-training will now begin to deliver the Be Well Plan within their respective organisation, community or to their clients. A Be Well Plan Master Trainer will attend at least one of the 5 sessions, to observe delivery and offer feedback. At this stage, it is expected that the trainer-in-training will be able to deliver independently with minimal direct support or intervention from their Be Well Plan Master Trainer.

**When all 4 Steps have been successfully completed, the trainer-in-training will become a Be Well Plan Certified Trainer.**





## Training Resources

Trainers-in-training will be provided with all training materials required to complete the certification stages including a trainer's manual, presentation slides, training notes and materials.

Once certified, licensed trainers will also be provided with the following:

- Research material for further reading into subjects covered in the Be Well Plan;
- Communication templates such as participant information and notifications;
- Business development and marketing collateral, including results from the evaluation of the effectiveness of the Be Well Plan; and
- Endorsement on the Be Well Plan website.

## Annual Accreditation

Be Well Plan Certified Trainers will be required to meet the following criteria to be re-accredited annually:

- Delivery of a minimum of one program per quarter to a minimum of 5 participants;
- Undertake regular professional development by attending at least one workshops or community of practice session offered by SAHMRI; and
- Payment of an annual accreditation fee of \$850exc.GST.





## Be Well Plan Licence Model

Key features of the Be Well Plan Licence Model:

- Only SAHMRI's approved Be Well Plan Master Trainers can train others to deliver Be Well Plan training;
- Trainers can be part of an organisation or an independent licensee with their own client base;
- Certification remains with the individual;
- Trainers can deliver in any jurisdiction and set their own fees;
- License allows 'live' delivery in person or online. The program is not able to be recorded and disseminated, unless agreed with SAHMRI; and
- Licensees will be required to sign a licensing agreement and abide by its terms and conditions.

### Fees:

A once off fee of: **\$6,500exc.GST** per Trainer  
Independent licensees are able to apply for a **payment plan** including a non-refundable deposit of **\$300exc.GST** to attend the 5 week program.

Additional **\$5exc.GST per participant** administration charge to facilitate access for participants to the Be Well Tracker (e.g. \$100exc-GST for a group of 20 people).

Optional support mobile app will incur additional charges - to be advised on request. This will waive the \$5pp fee.

Provision of printed training material is at the cost of the licensed trainer/organisation.

Trainers will be required to meet annual certification criteria, cost of **\$850exc.GST**

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## Expressions of Interest

Ready to start the process to become a Be Well Plan Certified Trainer? Please click [here](#) to complete an Expression of Interest.

If you would like to participate in the Be Well Plan before you decide to undertake the Train the Trainer Program, please click [here](#) to register for the 5 week training.

Four intakes have been scheduled in 2020 / 2021, please refer to **Appendix 1** for key dates relevant to each intake. Additional dates for 2021 will be released, refer to the **Be Well Plan** website for updates.



# APPENDIX 1

## Intake Schedule 2020 / 2021

	1st	2nd	3rd	4th
Expressions of Interest Close	5th November 2020	8th January 2021	7th April 2021	28th May 2021
Trainers-in-Training selected and notified	9th November 2020	18th January 2021	23rd April 2021	18th June 2021
Fees Due (\$6,500exc.GST)				
Non-refundable Deposit of \$300exc.GST	15th November 2020	29th January 2021	30th April 2021	25th June 2021
Balance Due	15th December 2020	10th March 2021	9th June 2021	4th August 2021
Training Participation	17th November to 15th December 2020	10th February to 10th March 2021	12th May to 9th June 2021	7th July to 4th August
Trainer Toolkit Workshops	16th & 17th December 2020	11th & 12th March 2021	10th & 11th June 2021	5th & 6th August
Assessment Period	11th January to 6th February 2021	22nd March to 16th April 2021	21st June to 16 July 2021	16th August to 10th September 2021