



Health and Wellbeing Course Brochure

Flexible, bitesize eLearning course options and resources available on the Skills for Growth SME Support programme.

**Access our
eLearning
portal**

Health and Wellbeing Support

Prioritise your Health and Wellbeing and take advantage of the courses and resources available on the Skills for Growth SME Support programme.

Our eLearning portal has over 80 Health and Wellbeing courses that can be easily accessed through the GM Skills Map. With the option to pause and restart courses, these flexible, bitesize learning options can be slotted into busy schedules and accessed from any device.

Start Your eLearning Today!

Simply follow these steps to access the courses listed in this brochure.

Step 1 - Login to the portal <https://portal.skillsforgrowthsmeco.uk>

Step 2 - Click on the **Bitesize 'E' Learning Tab** tab (shown below on left)



Step 3 – Search for your chosen course from the following list.

Health and Wellbeing eLearning Course List

Title	Format	Description
5 steps to combat digital fatigue at work	article	If you find yourself using more video conferencing or digital tools in your role, you might be at risk of getting digital fatigue. This article explains what digital fatigue is and the steps you can take to improve your well-being and succeed in your career.
5 tips to improve your work-life balance	article	In an increasingly connected world it can be hard to maintain a healthy balance between work and life as our ability to 'switch off' is constantly challenged by incoming emails and calls. A good work-life balance is key for a happy and healthy career, so it's important to set boundaries. Here are 5 tips to achieve a better work-life balance.
5 ways to make your lunch break work for you	article	Taking a lunch break is often seen these days as a bit of a luxury. In 2010 a study by Monster revealed that 32% of people said they only took a lunch break if they weren't too busy, 21% just sat at their desk to eat lunch and 7% said they never took lunch at all. The thing is that you do need a break, whether you eat lunch in it or not.
7 tips for working effectively from home	article	If you're not used to it, working from home for the first time can be quite a challenging change. Here are our top tips to help you safeguard your productivity and mental and physical well-being while working remotely.
8 ways to get perspective on your list	hot tip	To-Do lists are a classic time management tool, but has yours started to get out of control? These 8 tips will help you regain control of your tasks and get your list to work for you.
A positive perspective	course	A positive perspective allows us to perceive every situation in a proactive, productive light. This module will establish the value of a positive perspective at work and explore how reframing the way we think can revolutionise the way we relate to everything around us. It also provides some of the tools you can use to begin to change your approach to work.
Ambiguity	course	Being able to manage ambiguous situations has increasingly become a common skill required in the workplace, with change quickly becoming the only certainty. Employees are required to act on incomplete information, adapt to change and imagine what's possible in an uncertain future.

		In this module, we'll explore what is meant by ambiguity and how it can be effectively managed in the workplace as well as consider how the art of mindfulness can help individuals prepare for uncertain futures.
Are women supported in engineering?	video	Engineering professionals discuss how women are supported within the industry in terms of work-life balance, training and other opportunities to develop their careers.
Are you experiencing a quarter-life crisis?	article	The quarter-life crisis is an increasingly common phenomenon among young people, with 75% of 25-33-year-olds reporting they have experienced one. Have you? This article looks at what it means to have a quarter-life crisis, what causes it and how you can overcome it.
Asking for help when feeling the pressure	course	Asking for help can be challenging. You may feel like you're bothering the other person with your problems, or perhaps you see it as a personal failure that you can't work out the issue by yourself. However, it's incredibly useful both to you and those around you that you know when to ask for help and how to do it.
Become a more creative you with a daydream walk	article	Meditation is all about focusing on one thing and training your mind not to wander; daydream walks are the opposite: they are all about letting go, letting your mind fill up with anything and everything.
Become a more creative you with meditation	article	Perhaps somewhat counter-intuitively it's when you learn to quiet your mind that you can really start to excel: when your brain has a break you become more creative and more productive.
Become a more creative you with pulsing	article	Some down time for your mind is the key to achieving more at work. You give your brain time to process what's happened, to make sense of it and improve on it. Time off in the day can make you more creative and more productive, but it's often difficult to justify giving yourself that break. That's why it helps to schedule time.
Benefits of good sleep	course	Sleep has a direct impact on your physical and mental health, with a lack of sleep or poor-quality sleep proven to take a serious toll on your mood, energy levels and workplace productivity. In fact, sleep is vital to your wellbeing, but getting enough good quality sleep can be a challenge. In this module, we'll look at why sleep is important for your general health and wellbeing and help you to identify habits, behaviours and environmental factors which could be affecting your sleep.

Career Well-being explained	explainer	Feeling content and fulfilled at work, i.e. career well-being, isn't just key to your overall health and happiness, it'll also help you to succeed professionally. This explainer video explores the 6 key steps you can take yourself to safeguard and develop your career well-being, from growing your self-awareness and resilience to building strong working relationships.
Changing behaviours	course	Changing a behaviour or habit can often seem to be a daunting process, making us resistant to the idea. Yet it's only through change that we can grow and evolve, becoming more productive both in our personal lives and at work. By the end of this module you'll have a better understanding of the scientific processes behind changing a behaviour as well as how to establish new habits of your own.
Communicating under pressure	course	Communicating under pressure is an essential skill for all employees. This module looks at why people avoid difficult conversations, the importance of understanding your own emotional triggers and reveal top tips on how to structure the conversation to ensure its success.
Communicating with emotional intelligence	course	Emotional intelligence is your ability to positively manage your own and other people's feelings during interactions. Emotional intelligence is a key skill for the modern manager. This module will examine the six steps involved in communicating with emotional intelligence. Carrying out the actions in these six steps will help you to build solid, trustworthy and open relationships with your colleagues.
Confidence	course	Self-confidence is an attitude that you hold about yourself that allows you to move forward and achieve your goals. In this module we'll look at ways in which you can boost and maintain your confidence levels.
Coping with Seasonal Affective Disorder at work	article	Does winter tend to negatively effect your mood? Have you been feeling more tired lately or are struggling to concentrate? If so, you may be suffering from Seasonal Affective Disorder (SAD). This article explains what SAD is, what can cause it and what you can do to help yourself feel better.
Coping with the pressure of work	course	Pressure at work can be caused by many different factors: whether it's your workload, the people around you or a lack of support in your role. This course helps you understand what may be causing you to feel pressured at work and what you can do to relieve it.



Could a sabbatical be just what you need?	article	The term sabbatical comes from the word Sabbath – generally meaning a rest from worship or work. If you're feeling exhausted, stuck in a rut or in need of a re-energising perspective on a job or company you've always loved a sabbatical could be just what you need.
COVID-19 response for employees	course	Designed to share information about the symptoms, spread and prevention of the current outbreak of coronavirus (COVID-19), this module will explore how to protect yourself and prevent the spread of disease, both in the workplace and beyond.
Dealing with burnout when working from home	article	If you're working remotely some or all of the time, it's crucial you know how to identify and avoid burnout. Here we help you recognise the signs of poor well-being and offer advice on how to prevent it. There are a host of useful tips, from taking breaks, setting clear boundaries, to staying connected with your team.
Dealing with stress	course	Stress is the result of being under a pressure that exceeds your ability to cope. This module looks at sources of stress and the behavioural and health indicators. Furthermore, we'll provide some useful tips for dealing with and reducing stress.
Discovering your personal values	course	Your values impact almost every part of your daily life, affecting the choices you make and your responses to others, both in the workplace and beyond. This course takes you through what values are, why they're important and how to discover yours. It includes an interactive exercise to help you build and prioritise a list of your personal and professional values.
Do one thing to support your mental well-being	article	There are many things that can have a positive effect on our mental health, from exercising to eating healthy food and spending quality time with loved ones. However, taking care of our mental health isn't always so easy. This article explains how focusing on taking it one step at a time can help.
Empathy	course	Empathy is the ability to understand other people's feelings, see things from their point of view and imagine yourself in their position. Empathy has a number of benefits as it enhances communication and strengthens social connections. By the end of this module, you should have a better understanding of the different types of empathy and how to develop your own ability to effectively empathise with others.

Everyday energy	course	Our everyday lives can be very demanding and therefore sustaining energy levels can be quite a challenge. This module explores the four key areas of energy - physical, emotional, mental and spiritual - and looks at how these energy levels can be increased and maintained.
Getting a perspective	course	Whether you're starting work or looking to develop your career, it is important to have a clear understanding of your work situation. This course helps you gain that understanding and identify ways to improve your effectiveness, including how to change your behaviour, attitude, skills and environment. It also shows you how to analysing your strengths and weaknesses.
Great conversations	course	Conversations are an important part of workplace culture. This module explores the importance of conversations in the workplace, techniques for starting a conversation and how a combination of active-listening, questioning techniques and confidence can help to make you a great conversationalist.
Health & Safety for homeworkers	course	Homeworking has become far more commonplace, with many employees requesting to work from home to have more control over their time and remove the strain of commuting. In this situation, how can you ensure Health and Safety is maintained? This course will help identify who is responsible for the Health and Safety of homeworkers, the hazards they may encounter, as well as the measures to protect homeworkers from potential hazards.
Healthy living	course	Healthy living is a hot topic, which can divide experts. In this module we cover eating, exercising and sleeping, offering suggestions for you to follow based on current research. As with all health and wellbeing topics, always take advice with a pinch of salt (...but not too much!) and consider what's best for your body, mind and lifestyle.
How exercise can impact your performance at work	article	When the economy is struggling and the job market is difficult, it is not only job-seekers that suffer from rapidly increasing stress levels: people already in jobs suffer too. Fear of the consequences associated with any decline in performance can mean a self-imposed sentence of extended working hours, sitting at a desk, proving their worth.
How to be a morning person	article	Do you struggle to get out of bed in the morning? Some simple changes to your bedtime and morning routine could make waking up that much easier.



How to be an emotionally intelligent manager

animation

This short animation explains how emotional intelligent management can lead to a happier, more productive team and discusses the four key areas to focus on to keep developing your emotional intelligence.

How to improve your resilience

article

With job security and a standard career path less and less attainable across many industries, a capacity to handle uncertainty and adversity has never been more important. Here are three key building blocks that can help you towards developing resilience.

How to leave work on time

hot tip

Work pressures often mean more of us are working later and later, but it is important for your well-being to leave work on time. Here are some tips to help you ensure your timely exit each day.

How yoga can boost career well-being & performance

article

Combining breathing techniques and physical postures, yoga is a popular form of exercise that can help you feel better physically, mentally and emotionally. On top of that, it can also help make your working day more productive! Here's why you should give it a go.

Improving work-life balance when working from home

article

Do you have trouble switching off at the end of the day when working from home? Or perhaps you are finding it difficult to focus at home amid a myriad of distractions? Check out our top tips to help you achieve a healthy work-life balance when working from home.

Introduction to mental health

course

Mental health includes our emotional, psychological, and social wellbeing. This module will explore the importance of recognising and treating mental health with the same emphasis as physical health.

Is perfectionism holding you back?

article

Do you think of yourself as a perfectionist? Do you consider this a good thing? Think again. Here's how perfectionism can have a negative impact on you and what you can do to curb your perfectionistic tendencies.

Is work-life balance possible as a lawyer?

video

Given the 24/7 'always on' impression of legal life, lawyers talk about whether a work-life balance is really possible and what you might be able to do to achieve it.

Laughter is the best medicine

article

Laughter: is it a symptom of distraction and time-wasting, or does it benefit the modern workplace?

Let's talk about mental health

course

Mental health is a subject that isn't widely discussed as the norm. The most powerful way to prevent mental ill-health is to talk about it. This module explores how mental health is normalised and stigmas can be tackled.

Letting go	course	Letting go involves accepting things as they are and moving on, but the process isn't always easy. In fact, as one of the biggest challenges we can face, letting go takes some practice. This module explores the process of letting go, providing useful tips to help you let go of the things which no longer serve you to make space for those that do so you can break the negative cycle caused by carrying emotional baggage.
Life balance	course	Work-life balance is an essential part of wellbeing. Maintaining work-life balance helps to reduce stress, prevent burnout and increase productivity. Once you've completed this module, you'll be able to recognise the signs of an unhealthy life balance, understand how to achieve a healthy life balance, find the right balance for you and encourage others to achieve it.
Looking after your mental health at work	article	Looking after your mental health is a key career skill as it doesn't just affect how you perform in your role but your overall happiness and well-being. This article looks at five key areas you need to pay attention to in order to support your mental health at work.
Managing personal finance	course	Learning how to manage your personal finances brings many benefits as the ability to stay on top of bills means you can start to put money into a savings account, pay off debts and think about the future by increasing your pension contributions. This module will look at how to create an effective budget, the importance of picking the right bank account for your financial needs and how you can save money by cutting costs and shopping smarter.
Managing stress	course	Understanding stress and how to manage it is key not just to your overall well-being and happiness, but also your ability to thrive in your career. This course explains what stress is and what causes it, as well as exploring different ways of coping with it.
Managing the return to the office	article	Returning to the office after working from home for an extended time can feel quite daunting. This article includes some top tips on what you can do to prepare yourself for your return and make the transition that much more manageable.
Managing yourself: test yourself	test	Do you have a clear perspective of your work situation? Are you able to set priorities, manage yourself and get things done? Take this test to find out.

Meditation, mindfulness & mental health	animation	Mindfulness is a type of meditation focused on grounding yourself in the here and now, away from worries about the past or the future. It can have a positive effect on mental health issues like stress and anxiety, and with more and more professionals suffering from these problems, meditation might just be the solution.
Menopause	course	Menopause is a natural transition in life but remains a taboo subject that's stopping many women from reaching their full potential at work. By the end of this module, you'll be able to explain what menopause is, talk about the symptoms, consider how to support someone who is going through the menopause and explore how organisations can introduce a culture which supports employees who are experiencing the menopause.
Mindfulness	course	Focused on living in the present moment, mindfulness is a form of awareness which over time, and with a bit of practice, can improve an individual's physical and mental wellbeing as well as boosting their performance at work. This module explores what mindfulness is, how it forms part of our everyday lives and the benefits it brings individuals in both their personal and professional lives.
Office Safety	course	The office has many hazards that have the potential to cause people harm, from aches and pains caused by poorly-designed computer workstations, stress caused by excessive work pressures and slips, trips and falls as a result of poor housekeeping. This course aims to show you how you can play your part in keeping the office a safe and healthy place to work.
Personal agility	course	Personal agility focuses on your ability to make the most of a challenging situation by accepting the present reality and using the resources available to you, to take the next step, moving forward towards a positive outcome. By the end of this module you'll be able to identify eight key personal agility habits, develop your workplace agility and understand how being agile can benefit both your professional and personal lives.
Positive thinking	course	Positivity is not about having your head in the cloud, it's about recognising the negative aspects of a situation and choosing to focus on the opportunities instead. As a positive workforce is a more productive workforce, this module explores the power of positivity in the workplace and how it can be improved.

Progressing your career with E.I.	article	A recent survey found that 90% of top performers have high emotional intelligence (EI). That's because many of the key skills you need to be successful in your career require a high degree of emotional intelligence. Here's how you can focus on your own EI to strengthen those key skills.
Relationship building	course	The development of good relationships in the workplace brings a number of benefits, including improved morale, better collaboration and increased productivity. Furthermore, employees often feel more connected to a company if they develop positive relationships with their colleagues. On completion of this module, you'll have a better understanding of how to both build and maintain a positive working relationship, as well as how to handle conflict situations in the workplace.
Relaxation	course	Exploring relaxation can be really beneficial to help you look after yourself when you're feeling stressed or overwhelmed. By the end of this module you'll have a better understanding of different relaxation techniques as well as the importance and benefits of taking time to rest and recover from the stresses of everyday life.
Resilience explained	explainer	When something goes wrong, how easy is it for you to get back up? Your resilience, or 'bounce-back ability' is key to your success both in your career and life as it will help you to manage change, learn from mistakes and grow stronger. This animated video explains in 4 minutes what it really means to be resilient, why it's important and how you can develop it.
Supporting your team's well-being remotely	course	In the wake of the pandemic, changes to the way we work have brought new challenges for managers and the teams that they lead. This course helps equip leaders of fully remote or hybrid teams with the skills to identify and support those who are struggling with their well-being.
Supporting yourself & others with mental health	course	We all need mental health support, and we can all offer support to others. This module will explore how most types of mental ill-health can be prevented by offering early intervention, and prevention is always better than cure.
Tackling mental health stigmas & discrimination	course	Tackling stigmas and discrimination is a collective responsibility to create a lasting, positive change in people's behaviour and better inform people of the facts. This module explores what you, and an organisation, can do to help tackle stigmas and discrimination relating to mental health.

The challenge of having to make the right decision	article	The pressure of having to make the right decision can be overwhelming. This is especially true if that decision has a huge impact on our lives, such as anything to do with our health, relationships or our career.
The DOs and DON'Ts of hybrid working	article	Hybrid working is an ideal solution for many due to its inherent flexibility. This article explores how you can make hybrid working work for you, exploring the DOs and DON'Ts that will help support your productivity and well-being.
The DOs and DON'Ts for a happy & healthy career	hot tip	It's easy to focus on achieving success in your career, but are you forgetting the bigger picture? Is your desire for success impacting your long-term health and happiness?
The importance of being emotionally intelligent	article	Emotional intelligence refers to your ability to understand and manage your emotions. It's increasingly being recognised as a top workplace skill, but what makes it so important? Here are the five key areas that make up emotional intelligence and why they are so crucial to have at work.
The key to resilience is optimism	article	Resilience is a key career skill and one you can develop through practice and adopting the right mindset. Optimism plays a key role in becoming more resilient. This article explains the role optimism plays and how to train yourself to be more optimistic.
The power of positive thinking	article	What is the real power of 'looking on the bright side'? Here's how thinking positively can propel you forward in your career and life in general.
The tools you need for remote working success	course	Working from home does not come without its challenges, but thankfully there are plenty of tools out there to help you work to the best of your abilities, stay in touch with your team and support your work-life balance and well-being. This course looks at what these are.
Tips for staying energised	article	Being energised at work can make a huge difference to your productivity and general well being. Here are some useful tips.
Value & purpose	course	Purpose is the thing that motivates you, as it guides you forward by offering you a sense of direction. Like value, purpose can influence an individual's behaviour, shape their goals and create meaning. On completion of this module you'll have a better understanding of the importance of having both value and purpose in your professional life, as well as the ways in which you can add value to both your own life and the lives of others.

What is mindfulness?	article	Mindfulness is a bit of a hot topic with people using it to cope with work stress, pain, annoying kids and life in general. A type of meditation, mindfulness is often used as a starting point for deeper meditations. The idea is to bring you into the here and now and stop you 'past processing' and 'future forwarding'. Mindfulness offers you an escape from the relentless judgement of your mind.
What is your emotional intelligence level?	article	More and more businesses are recognising that EQ is as important to professional success as technical ability. Now that they are starting to include EQ tests in their hiring and promotion processes it's time to start taking your emotional intelligence quotient a little more seriously.
Why sleeping on the job can be a very good thing	article	Almost everyone starts to feel a bit dozy between 1pm and 4pm and that is a perfectly normal part of being a human being. It has nothing to do with your lunch; it's just a mini dip in your body's natural rhythm. So if it's so natural why is taking a nap such a taboo?
Why too much sleep can be bad for you	article	As many high fliers will agree, the further we progress in our professional lives the less shut-eye we seem to get during an average night. If there is any consolation, however, for the caffeine-dependent working masses it's that there may in fact be significant health benefits associated with getting less than the traditional eight hours.
Winter well-being	course	How you feel, both physically and mentally, impacts not only your performance at work but your relationships too. Healthy, happy employees are more engaged with those around them and more productive throughout the working day. But remaining healthy during the winter months can be a challenge. In this module, we'll explore ways of staying both physically and mentally healthy during the winter season.
Women in engineering: work-life balance	video	Is it possible to have a good work-life balance within the engineering industry? Are there any incentives to help women find the right balance? Engineering professionals share their thoughts.
Work-life balance for women in IT	video	Can women achieve a healthy work-life balance working in technology? Women in the industry share their experiences and discuss the different initiatives and arrangements that are in place to support their work-life balance.
Work-life balance in banking: is it possible?	video	Achieving a good balance between work and life is a common concern for those considering a career in banking. Industry professionals discuss

the various ways in which a healthy work-life balance is supported in the sector.

Workplace diplomacy	course	This module explores why diplomacy is important, how to become a diplomat and the key skills involved in effectively communicating with others, including developing your emotional intelligence to help secure a win-win outcome.
5 steps to reducing your stress levels	hot tip	Stress is a common factor in the modern workplace, with 59% of UK professionals suffering from work-induced stress. Knowing how to manage your stress levels will help you have happier and more productive days in the office. Here are 5 steps you can take to reduce your stress levels.
5 tips to calm your nerves	hot tip	From CEOs with decades of public speaking experience to first-time job seekers straight out of school, college or university, nerves are undoubtedly one of life's great levelers. Here are some simple ways to keep your belly butterfly-free when it matters.
8 tips to build your confidence	animation	Self-confidence can have a hugely positive effect on your career from the way you perform in your day-to-day job to the words you use on your CV/resume and the body language you display at an interview. Look at some of the ways in which you can help boost your own confidence.



Support Available

For additional support, please find options available across Greater Manchester.

Mind Manchester

Free listening service for anyone over the age of 25, living in Manchester and struggling with their Mental Health, worries or anxieties.

Details here: [New Listening Service for Adults - Manchester Mind](#) Phone: **0161 769 5732 between 10am and 2pm** or email info@manchestermind.org

NHS Healthy Minds

Healthy Minds is a talking therapies services for people 16 years and over registered with a GP in a Greater Manchester Local Authority. Providing support and treatment for those who are experiencing symptoms such as difficulty sleeping, low mood / depression, stress, worry or anxiety, feelings of hopelessness or panic attacks.

The service offers an online therapy programme called SilverCloud which is available 24 hours a day, seven days a week. You can start the therapy straight away and it can be done at a time and place that suits you. You'll also have access to the system for a year after you've been discharged from the service.

Details here: [Healthy Minds \(talking therapies\) :: Pennine Care NHS Foundation Trust](#)
Phone: 0161 716 4242 / The service is available from Monday- Friday 9-5pm

Public Health Matters

Public Health England's blog on topical Health and Wellbeing issues. Details here: [UK Health Security Agency \(blog.gov.uk\)](#)

Population Wellbeing Portal

The Population Wellbeing Portal provides a central location for free training and education resources relating to the health and wellbeing of the public.

<https://www.e-lfh.org.uk/programmes/population-wellbeing-portal/>



Healthline

Website with subscription offer to gain access to articles covering a range of current wellbeing topics, wellness tools and specialist insights [Healthline: Medical information and health advice you can trust.](#)

MECC

Make Every Contact Count Mental Health funded training to improve the behaviours and promote better health amongst individuals in a workplace setting

[Training in MECC \(makeeverycontactcount.co.uk\)](#)

QWell

Alongside you when you need us. Free, safe and anonymous mental wellbeing support for adults across the UK. Offering a variety of anonymous support options to meet your needs such as; messaging, chat, therapeutic content, community support and personal development tools.

To access you can register here: [Home - Qwell](#)