

Healthy Minds Online Delivery: Guidance for Facilitators

Introduction

Due to ongoing COVID – 19 restrictions, face to face training has been suspended. If there is an opportunity to move to delivery via online platforms to continue the conversation about mental health across Greater Glasgow and Clyde; then this guidance is for you.

Before you consider using the resource online, please read “[How to use Healthy Minds](#)” within the introduction section of the resource. All sessions and supporting resources can be accessed [here](#) and the [Q&A](#) is a helpful document that provides an overview of the resource which could be shared with participants’ prior to sessions. Also ensure you are familiar with the online platform you intend to use and your technology is fit for purpose.

Using Healthy Minds Online

Healthy Minds is a flexible and adaptable resource to support facilitators using it to tailor sessions to meet the needs and different learning styles of participants. The sessions are not prescriptive but offer a structure to deliver basic information on mental health and various topics that can impact on mental health. All topics come with a session outline, facilitators’ notes, PowerPoint presentation and supporting handouts. Sessions are interactive and use of PowerPoint is optional. Delivery methods, structure and session length will be guided by your audience and should also take account of any special needs e.g. BSL and sight impairment and facilitators should consider how they can adapt to facilitate those needs. Depending on how confident facilitators are using online platforms, activities within each of the Healthy Minds sessions can be adapted accordingly to be either discussion led, group work based using breakout rooms or using the online surveys/polls tool.

Keeping Safe

Safety of participants and facilitators are paramount. Healthy Minds is an awareness raising resource and **not** a training programme. It is intended to provide participants who have little or no knowledge of mental health and associated topics with a basic understanding and knowledge base. It is not intended to make participants experts or trained mental health first aiders.

Safety Rules

Facilitators must establish safety rules before the beginning of each session they deliver. The following is advised:

- State that this is an introductory and does not offer opportunity for detailed discussions or personal stories.
- Participants should only share and discuss what they are comfortable with.
- If a participant(s) leaves the session unexpectedly or without informing the facilitators, one of the facilitators must contact them immediately to check they are safe.
- If IT issues occur and contact during the session is lost, facilitators will contact participants by phone to ensure everyone is ok.

- If the facilitators are in anyway concerned about a participants mental health and wellbeing or feel they are in distress they will follow and implement their organisations safeguarding protocols; this may require contacting emergency services if you believe the individual to be in immediate danger.

Planning and Delivery

- Promotion and marketing should state clear aims and outcomes of session to ensure participants know what they are signing up for.
- Participants who register for the session must provide an email address and contact telephone number, or other means of contact.
- Sessions should ideally have two facilitators; facilitators may want to split the session into two parts for delivery while the other facilitator keeps a watchful eye on participants, to moderate and respond to comments within the chat function and support group discussion in break out rooms if these are used.
- Facilitators should familiarise themselves with their organisations safe guarding protocols to ensure they are able to respond if necessary.
- No more than 10 participants in a session and no less than 6 is recommended.
- Is the planned session accessible to all? Have you considered those with disabilities, communication needs, and digital access?
- Do you have access to the appropriate resources to facilitate online sessions?
- How will you evaluate your session? The Healthy Minds resource includes a sample evaluation form, however facilitators can opt to use their own evaluation tools.

Ending the session

- Provide all participants with a copy of useful [helplines and websites](#) that are free and available to anyone living in Greater Glasgow and Clyde. Facilitators may want to share local supports also.
- Participants wishing to explore mental health and associated topics further, can be signposted to available online learning via this link: <https://www.nhsggc.org.uk/media/262061/online-learning-resources-mh-29072020.pdf>
- Facilitators can also offer to stay online for a short period of time at the end to offer support or answer any questions. This might be helpful for those who feel uncomfortable about speaking out in a group setting.

After the session

- De-brief with your co-facilitator to reflect on what went well and potential areas for improvement and to discuss next steps if required. Plan this as soon as you can following session delivery.

Remember if you are concerned about an individual's mental health and wellbeing and feel they may be in distress, their doctor should be the first point of contact. If you feel the individual is in immediate danger please call 999.

For further information on any aspect of this contact the MHI team:

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