



Monday Morning? Bring It On!

How **Workplace Wellbeing** can
make a difference in your workplace

“ It’s easy to forget the physical and psychological pressures that today’s lifestyles can create. Aviva Group Income Protection gives you access to a range of workplace wellbeing solutions which have the potential to transform your business.

These training courses and workshops can provide the structure to help you embed wellbeing into your business. Together we can help you better manage employee wellbeing, and in turn help you reduce absenteeism, improve employee engagement and give more reasons for employees to stay with your business. ”

Sophie Money

Aviva Group Protection Wellbeing Manager



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Make a **difference** with workplace wellbeing

How and why it matters

It's quickly becoming part of conversations at home and within businesses, and it's easy to see why: the benefits of a healthy workforce can be far reaching. A well implemented workplace wellbeing programme has the potential to make a real difference to a business.

Looking after the wellbeing of your employees can lead to them becoming more engaged with your business and help them cope better with what life throws at them, whether that's illness, stress, physical issues or other difficulties. As an employer, it helps you create a culture of openness, and a healthier, happier workforce.

Potential business benefits:

- Transform your company's culture
- Stand out from the crowd
- Lower sickness absence
- Create a great place to work
- Develop employee engagement
- Implement a structured wellbeing programme

What we offer you

Through **Aviva Group Income Protection**, you have access to professionally-run workplace wellbeing courses. And as no two workforces are the same, most solutions can be tailored to match your company's needs.

We offer a wide range of solutions to help strengthen the physical and emotional wellbeing of your employees. All courses are delivered either by our own clinical experts or by trusted partners.

From stress management to alcohol awareness, from physiotherapy to mindfulness, these training courses could become part of a valuable workplace wellbeing programme.

All workplace wellbeing solutions are non-contractual benefits that can be withdrawn by Aviva at any time.

The services are available to employees who are permanent residents of Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.

Your managers can learn from professionally run courses

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Mental health

Through your Group Income Protection policy, your line managers have access to mental health training at no extra cost to you.

Aviva can help you manage and improve your employees' mental health with helpful information and advice. We also empower your line managers with the skills they need to recognise symptoms and introduce early intervention strategies. Line managers will need to review and accept the End User Terms & Conditions ahead of accessing the service.

Potential business benefits

- Transform your companies culture
- Stand out from the crowd
- Could help lower sickness absence
- Create a great place to work
- Develop employee engagement
- Implement a structural wellbeing programme

A person with brown hair tied in a bun, wearing a yellow tank top, is performing a downward dog yoga pose on a dark, textured mat. Their hands are flat on the floor, and their feet are also flat. The background is a dark, textured surface, possibly a wall or a large piece of art. The lighting is soft, highlighting the person's form and the texture of the mat.

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Cancer and chronic conditions

In the future, you may encounter more situations where employees with cancer and other chronic conditions return to work. That's because the UK workforce is ageing and the rise in obesity and sedentary behaviour has the potential to lead to diabetes, heart disease and cancer.

Employees with long-term health conditions often need more support to help them remain in work, or return to work and successfully manage their illness so they are fully productive. But too often there is little guidance about how to proceed, meaning many line managers need help with this.

Your options

1 Managing life-changing illnesses in the workplace

Face to face training to help managers manage life-changing illnesses in the workplace. You'll get an overview of the issues people face when returning to work and how to develop a policy to best support someone with a long-term illness.

2 Communication skills for managers

Face to face training about communicating with staff who are off sick with cancer or other long-term conditions. The session gives managers and HR teams the confidence to sensitively handle difficult conversations.

3 Return to work planning

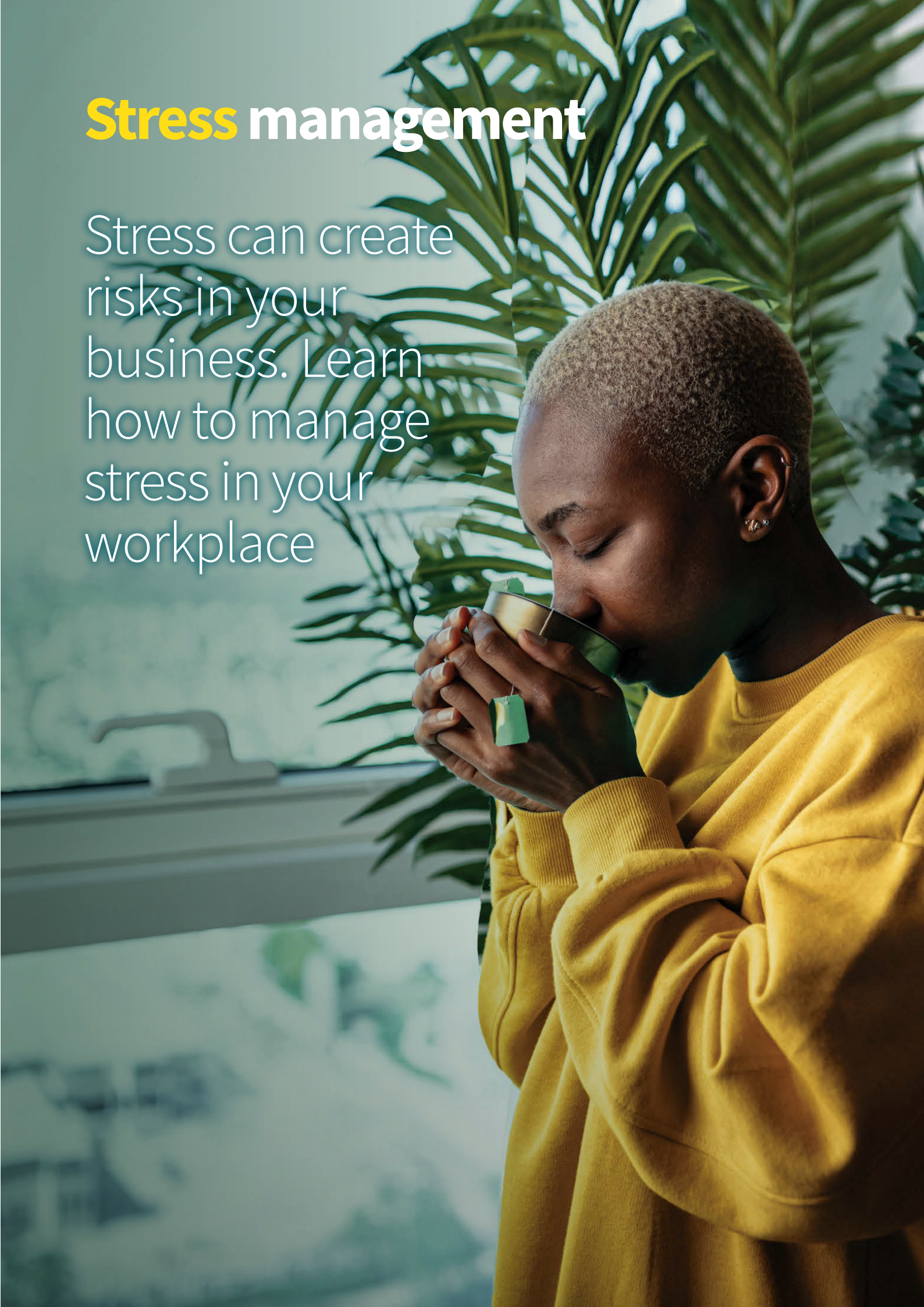
Face to face training on what makes for a good return to work plan. Tips and ideas for organising a return to work plan for employees, including a framework you can use in practice.

4 Reasonable adjustments under the Equality Act

This training helps you to consider your inclusion and diversity agenda and the needs of your staff who are managing a chronic health condition.

Stress management

Stress can create risks in your business. Learn how to manage stress in your workplace



Stress management

Work-related stress can develop if an employee is unable to cope with the demands and high expectations of the workplace. This can create risks for your business, such as increased absenteeism, lower productivity, low morale and accidents.

These courses can give your employees the tools to manage the demands of today's challenging business environment. As well as the options listed below, other sessions are available. If what you're looking for isn't here, get in touch to discuss what else could work for your business.

Your options

1 Preventing stress at work

This workshop helps team leaders and line managers understand stress (the good and the bad), its causes and impacts, and what can be done to prevent the events and behaviours that result in an adverse stressful reaction. Leaders and managers are encouraged to adopt methods and techniques that provoke the psychological wellbeing of individuals at work, resulting in enhanced participation, performance and productivity.

2 Excelling under pressure workshop

This workshop builds self-awareness, resilience and empowers employees to recognise and tackle stress-related challenges through effective coping strategies.

3 Managing wellbeing in your team workshop

This workshop gives line managers a broad understanding of stress issues in the workplace and helps identify key factors that contribute to a mentally-healthy workplace. It teaches your line managers how to spot early signs of stress and risk assess issues within their teams.

4 Mindfulness workshop

This workshop encourages new ways of working that aim to increase engagement and reduce absenteeism. Attendees can develop personal strategies to reduce stress and anxiety, increasing their resilience and emotional intelligence.

5 Techno-stress workshop

This workshop can help employees discover ways to cope with digital technology and become more 'e-resilient'. It encourages your employees to consider ways to 'switch off' and gain control over their technology.

6 Health and wellbeing days

Health and wellbeing days are a clear way of demonstrating commitment to the wellbeing of a workforce. A menu of different options are available, such as 'Excelling under pressure', 'Stress screenings' and 'Mediation desk yoga™'. In addition, there are mindfulness, techno-stress workshops and body analysis testing.

Physiotherapy and massage

Injuries to joints, muscles, ligaments, nerves and tendons, known as musculoskeletal disorders (MSD's), can cause disruption in the workplace. Each unique problem can compromise movement, something most of us take for granted until a sudden twist, repetitive strain or awkward lift becomes a major issue.

Professionally-run workplace physiotherapy can help relieve muscular stress and tension by reducing pain, stiffness and improving function.

Your options

1 Onsite 'speed' physiotherapy sessions

An opportunity for employees to discuss musculoskeletal issues with an experienced physiotherapist. This short, informative consultation includes a physical assessment, professional advice and a proposed exercise regime to help ease pain and aid recovery.

2 Onsite deep soft tissue massage sessions

Soft tissue massage from a qualified clinician can help reduce muscle tightness, stress and tension and relieve aches and pains.

3 Telephone clinical assessments

Early advice is key. Telephone clinical assessments allow an experienced physiotherapist to diagnose musculoskeletal problems and provide self management advice to speed up an individual's recovery. This provides a cost effective, quick access alternative to face to face physiotherapy.

4 Office ergonomics

Even the most expensive display screen equipment (DSE) and ergonomically designed chairs, which if incorrectly adjusted, can cause problems. This 'office ergo walk round' provides a quick fix if workstation equipment is incorrectly set up and offers advice on stretches to ease aches and pains. The cost-effective service can help reduce the need for full DSE assessments.

5 Further wellbeing services

'Fit for work' and 'Healthy living' sessions can be arranged as part of a wellbeing programme. These can include an interactive range of tailored activities, sessions and clinics, including a musculoskeletal injury advice stand.



Resilience

Resilience is a positive and valuable commodity in a complex business environment of constant change. When accompanied by a positive working environment, resilience can energise your workforce and help your business get to grips with difficult issues.

Your options

1 The leader and manager's role in resilience

How to understand resilience and create a working environment where events and behaviours are positive and supportive of individuals' psychological wellbeing.

2 Team resilience

Team members learn how to work together to collectively develop support for each other, and develop the flexibility, resilience and mental strength to deal with challenges.

3 Strengthening personal resilience

How to strengthen personal resilience and mental capacity through enhanced personal control. The programme covers self-awareness, determination, vision, self-confidence, organisation, problem solving, interaction and relationships.

4 Personal resilience e-learning

An in-depth on-line e-learning programme, designed to make a difference and strengthen personal resilience. Provided as a file to sit within your e-learning hub or access can be hosted externally through the provider.

5 Resilience train-the-trainer programmes

For trainers and champions of wellbeing and performance, your delegates become licensed to deliver the 'Leader and manager's role in resilience' and 'Strengthening personal resilience' sessions themselves.

6 The values-led organisation

A facilitated course for senior management, seeking to define and establish corporate and cultural values to capture workforce energy, engagement and drive.

Resilience

continued

Your options

7 **Leading and managing for wellbeing and performance**

This programme makes the link between the psychological wellbeing of the workforce and their performance. It's available for different levels of management, and can be delivered in either an in-depth format over a number of months or as a short overview session. The programme covers self-awareness, psychological wellbeing and performance, positive work culture, psychological contract, interaction and behaviour and resilience in adverse situations.

8 **The manager's role in preventing stress**

Discover the threats and challenges that cause stress, the signs of mental ill health, legal obligations, handling difficult conversations, intelligent behaviours, preventing stress and enhancing team performance.

9 **Mindfulness programmes**

- 'Mindfulness for leaders'
- 'Mindfulness QuickStart (2 hours - in-house or in-line)'
- 'Resilient mindfulness (usually 16 hours over 8 weeks, online)'

10 **Keynote speaker/'light bite' sessions**

Short sessions on the training topics listed, designed to accompany wellbeing days and events (some are available in webinar format).

11 **Resilience collateral**

A wide range of guides, questionnaires and booklets are also available.



Alcohol Awareness

Alcohol misuse can considerably impact an employee's health, causing serious problems and creating risks for your business.

Intervention is essential, so it's important line managers understand how to manage alcohol problems effectively and confidently. Alcohol awareness training can help line managers understand and spot warning signs, deal with them effectively and support employees to help prevent long-term health damage.

Your options

1 **Webinars / Lunch & Learn**

What's the best alcohol-free drink you've ever had? What's the best tip to cut down? Is it okay to drive if you've had just one drink? Support your employees to be better informed and make the healthy changes they want to make with our fun, 45 minute interactive webinar or lunch and learn session.

2 **Alcohol Health Roadshows with alcohol-free drinks tasting**

A fun way for employees to sample alcohol-free drinks, pick up information leaflets and speak to our consultants. For any occasion, from large corporate wellbeing fairs to team events and evening receptions.

3 **Line Manager Training - managing alcohol problems in the workplace**

This session provides participants with the skills, confidence and knowledge to recognise the signs of alcohol problems at work and manage these sensitively, effectively and in line with your alcohol policy. It includes how to raise concerns, signpost and provide ongoing support.

4 **Health Champion Training**

Train your Health Champions to support colleagues who are concerned about their drinking. Our training helps Health Champions to recognise if alcohol might be a factor when speaking to colleagues. It also helps them to feel confident in raising this sensitively and to signpost to local services.

Alcohol Health Network Dec 2020

Mindfulness

Mindfulness is a simple and powerful practice that can be applied to your workplace to promote resilience to strengthen management skills. It can help provide an antidote to the mental stresses and strains of our information-rich 24/7 online culture.

Mindfulness-based and emotional resilience training options

1

Introduction to mindfulness

This session aims to explain the fundamentals of mindfulness and its potential benefits.

2

Mindfulness for management skills

This short workshop aims to develop managers' skills, using evidence-based techniques to promote focus and effective decision making.

3

Mindful eating

An interactive 'lunch and learn' session for all employees, combining food tasting with tips and advice on how to eat mindfully.

Emotional resilience training

Emotional resilience

This interactive session provides an overview of the concept of emotional resilience and includes the effects of dealing with emotionally challenging situations on individuals and teams in our working lives.



Mindfulness

continued

iMind programme options

These programmes aim to create a network of like-minded people who will receive training and support over one year.

1 iMind managers mental health awareness training

This training can help managers identify when a colleague faces mental health issues. Its objectives are to spot early warning signs, provide help on a first aid basis and guide them towards the right support. The training can also give managers the skills to have conversations about mental health and develop a positive and open culture in the workplace.

2 iMind champion training

This training aims to build a team of 'on the ground' people to promote a positive and proactive approach to mental health issues in the workplace. Its objectives are to define common mental health issues, identify stigma and discrimination surrounding mental health issues, relate to others' experiences and provide initial help.

3 iMind mental health drop-in café

This is the space to talk and be listened to by a mental health professional and offer practical advice. The drop-in café can be run once or twice a month, numbers are limited.

Sleep Management



An alert, attentive workforce is essential. Insufficient sleep reduces effectiveness of the immune system as well as cognitive function. Sleep management training sessions can give your employees the tools to get better sleep to perform at their maximum potential in today's challenging business environment.

Your options

These short, sleep management sessions can be adapted to your specific businesses requirements:

- 1 The importance of sleep**
Understand why sleep is important to your employees' mental health and wellbeing and why a substantial proportion of the UK population are functioning with sleep deprivation.
- 2 Getting a good night's sleep**
Get a better understanding of the sleep process and what happens to the body during sleep. Discover how to develop good sleeping habits with the aim of attaining a good night's sleep.
- 3 How sleep impacts on our mental health**
Help your employees understand how poor sleep impacts on their mental performance. Learn methods to prevent poor habits, such as self-medication.

Other courses

If you are looking for support from a course or topic which isn't covered in this brochure, please get in touch with us as we may be able to help.



Course costs

Courses delivered by Aviva clinical experts are provided at no extra cost.

Courses delivered by trusted partners are typically provided at discounted rates.

Once we understand your workplace wellbeing needs and timescales, we will work with you to agree the courses that may be of benefit to you and your business. At this point we will be able to confirm any costs involved.

The training courses shown in this brochure are normally classed as business expenses for tax purposes, which means it's one of the costs you can deduct when calculating your taxable profit. We recommend speaking to your accountant or contacting a financial adviser for help with making any tax-based decisions.

Important information

These workplace wellbeing solutions are non-contractual benefits that can be withdrawn by Aviva at any time.

Together, we've got this.

Our wellbeing courses can be tailored to suit your specific requirements.
Course lengths and formats vary.

Find out more

For more information, email us. We'll get back to you to discuss your training needs, talk to you about the courses available, your timescales and who can provide the training.



wellbeingservices@aviva.com

Braille, large font, audio material large font or audio.

Just call us on **0800 068 3827** or
email **contactus@aviva.com** to tell us:

- the format you need
- your name and address
- the name or code of the document (found at the bottom of the back page of most documents).

The code of this document is **GR02211**

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GR02211 09/2022 (60897)

