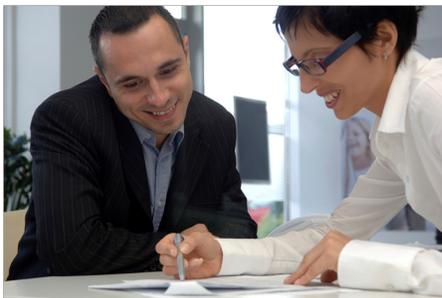




# 10 TIPS FOR MANAGING EMPLOYEE MENTAL HEALTH ISSUES

Mental health is an essential component of overall wellness. With Canadian Career Week focusing on “Decent Work, Healthy Lives” (read more on page 2), these tips can help you promote effective management of mental health issues within the workplace.

- 1. Understand what it is.** The [Public Health Agency of Canada](#) defined mental illness as “changes in thinking, mood, and/or behaviour associated with significant distress and impaired functioning over an extended period of time.”
- 2. Recognize that it impacts many people.** Approximately [20%](#) of Canadians will personally experience a mental illness during their lifetime; the [WHO](#) noted that 5 of the 10 leading causes of disability are related to mental disorders.
- 3. Appreciate that it's a challenge.** Coping with mental illness can be the biggest challenge a person can face – both due to the specific condition but also because of the stigma and shame that often comes with diagnosis.
- 4. Watch for signs.** Look for changes in behaviour, mood, quality/quantity of work, and increased absenteeism. Know your employees well enough to [notice changes in behaviour](#).
- 5. Get the facts.** There are countless myths about mental health issues; don't draw uninformed conclusions. [Read](#) about mental illness, especially as it relates to [employment](#).
- 6. Know what you can, and can't, ask.** Meet privately and be prepared. Ensure you are aware of your organization's policies around accommodation and, if relevant, information about your employee assistance benefits. Don't try to name or diagnose the illness; instead focus on [changes in performance or attitude](#).
- 7. Respect an employee's right to privacy.** If you've noticed a change in behaviour, it is likely that others have as well. Your employee has a right to keep his/her mental illness confidential; [discuss how to handle questions that come up from other members of the team](#).
- 8. Accept that stress is a valid, and serious, mental health issue.** Stress claims cost up to 10% of a company's earnings, resulting in a total cost of [\\$12 billion per year](#) for Canadian employers, and a \$17 billion per year loss in productivity from the Canadian economy.
- 9. Clarify what “I'm stressed” really means.** Talk with employees about what's stressful for each of them, rather than making assumptions based on your own experience of stress. Some may feel overloaded at work; others may be looking for more structure in their jobs. Although two employees may have similar levels of work-related stress, one may be more impacted as a result of limited coping resources or personal strain that is taking a toll.
- 10. Be proactive.** Work-life balance initiatives, family-friendly policies, wellness programs, employee assistance benefits, coaching, training, and career development initiatives can cost far less than expenses related to employees suffering from work-related stress, burnout, anxiety, or depression.



## UPCOMING COURSES

Make sure you read our [course catalogue](#). It is full of important information for students on program structure and policies.

Not sure what training fits for you? Contact our [Student Advisor](#).

### Starting Soon . . .

- **Developing Career Programs, Services, or Courses - Nov 11th**
- **Case Manager - Nov 11th**
- **Administering and Interpreting Career Assessments**
- **Program Management - Nov 25th**

### Coming Winter/Spring 2016 . . .

- **Career Development Foundations, Emerging Theories, and Models - Jan 13th**
- **Helping Skills to Facilitate Career Development - Jan 27th**
- **Career Coaching Skills - Feb 10th**
- **CPE 510: Fundamentals of Psychometric Assessments - Feb 17th**
- **Understanding Diverse Clients - Feb 24th**

[Click here](#) for our full course schedule.

Keep in mind that we can arrange special sections of any course for intact groups; we also facilitate workshops on a wide variety of topics. [Contact us](#) to learn more.

# DID YOU KNOW?



## Motivation to Work Webinar Series

CERIC's webinar series, Motivation to Work: How to Support Your Clients to Get Unstuck and Get Working, continues into November and December with three more sessions: Friday November 6, Friday November 20, and Thursday December 3 (12:00 pm - 1:00 pm ET). Registration is still open. [Click here](#) for details.

## MBTI Networking Group Introduces Weekly "Type" Spotlight

If you use the MBTI, or are interested in the tool, now may be the time to join the LinkedIn MBTI Networking group. The group now features a weekly "type," spotlight covering everyone from ENFPs to ISTJs. [Click here](#) to join the group.

## CCPA's Career Counsellor Chapter Now Offering Research Grants.

With the 50th anniversary year of the CCPA, the CC Chapter has introduced a small grant fund (\$500 - \$1500) for career counsellors doing research in the community and/or workplace. [Click here](#) to read more.

# NEW RESOURCES

**Canadian Journal of Career Development.** Check out the latest edition for articles on career education in junior high schools, narrative method of practice, and more. [Click here](#) to access the online version.

## Webinar Wednesdays

Life Strategies' Webinar Wednesdays series continues through November, December, and into the new year. Join us "live" or purchase a recording from a previous session. Next up, *Let's "Talk" About Ethical Dilemmas* on Nov 4th, followed by *Explore Test Suppliers and Qualifications* on Nov 18th. Email [info@lifestrategies.ca](mailto:info@lifestrategies.ca) for more information or to register.



# FEATURE OF THE MONTH

It's that time again; November 2-6, 2015 is Canada Career Week! It's a time for career practitioners across Canada to help raise awareness of the importance of career development and extend the dialogue about career development challenges for Canadians. This year the theme is "Decent Work, Healthy Lives." With work and life becoming ever more intertwined, many Canadians struggle between managing work commitments and maintaining wellness.

Join the discussion via Facebook and Twitter (#CCWSC2015). Let's help share wellness strategies and solutions to promote decent work AND healthy lives.

# CONGRATULATIONS

The following students have completed a specialization within the Career Management Professional Program (CMPP)

### CDP Essentials

- Celeste Lee
- Barb Heine
- Elena Cherkasova

### EVGP

- David Hodder

### GCDF:

- Darcie Wikstrom
- Renee Hodgkinson
- Virginia Pineda
- David Hodder

The following students have completed the Personality Dimensions certification

- Kim Willis
- Christopher Whyne
- Rod Palmer
- Karen Begemann (Bridging)

