



# PRSD Self-Care and Mental Health Toolkit for Staff

The definitions and information within this toolkit are sourced from the World Health Organization, Wellness Together Canada and Telus Mental Health.

**Mental health** is a state of well-being in which an individual realizes their own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to their community.

**Mental Illness** is generally characterized by a combination of abnormal thoughts, perceptions, emotions, behaviour and relationships with others. Mental illness are medical conditions that impact how we think, feel and behave and are defined by a constellation of symptoms that come together to create a diagnosis.

**Individual-level resilience** as the process of adapting well in the face of adversity, trauma, tragedy or threats. It also includes coping with significant stress caused by problematic and toxic relationships in the family or at the workplace and the capacity to bounce back from difficult experiences.

**Burn-out** is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed. It is characterized by three dimensions:

- feelings of energy depletion or exhaustion;
- increased mental distance from one's job, or feelings of negativism or cynicism related to one's job; and
- reduced professional efficacy.

Burn-out refers specifically to phenomena in the occupational context and should not be applied to describe experiences in other areas of life.

It is common to experience physical and mental health ups and downs:

- We all have bad days, when our mental health is not at its best
- Not everyone experiences a mental illness

***In order to take care of anyone else, you must first take care of yourself.***

NOTE: gain direct access to interventions and resources through the hyperlinks (blue and underlined).

<b>HEALTHY</b>	
<b>INDICATORS</b>	Solid support systems, healthy work relationships, feels “in control”.
<b>IMPACT</b>	Functioning at desired level. Productive at home and at work.
<b>INTERVENTIONS &amp; RESOURCES</b>	<p>Re-evaluate your goals and prioritize them. Evaluate the demands on you in terms of your goals and then identify your ability to meet those demands.</p> <p>Learn how to say “no.” Know your limits and stick to them. Whether in your personal or professional life, taking on more than you can handle is a surefire recipe for stress.</p> <p><a href="#">Exercise</a> - Take time to exercise and take care of oneself</p> <p><a href="#">Yoga</a> - Manitoba Blue Cross offers a variety of resources to all. Manitoba Blue Cross Group Plan - If you are enrolled in Manitoba Blue Cross Group Plan, check out the resources that are available to you and your family.</p> <ul style="list-style-type: none"><li>• <a href="#">Teacher</a></li><li>• <a href="#">CUPE</a></li><li>• <a href="#">Division Office Staff</a></li></ul> <p><a href="#">Healthy Eating</a> - The food choices you make <a href="#">at work</a> can impact your overall health.</p> <p><a href="#">Mindfulness/Meditation</a> - Take 5 practice</p> <p><a href="#">Sleep Hygiene</a> - Getting a good night’s sleep</p> <p><a href="#">Free Wellness Sign up</a> - Create an on-line account and access free resources to help support your being Mental wellness and well-being.</p>

## STRESSED

<b>INDICATORS</b>	<p>A constellation of symptoms:</p> <ul style="list-style-type: none"> <li>● some anxiety</li> <li>● sleep disturbances</li> <li>● reduced confidence</li> <li>● self-doubt</li> <li>● irritability</li> <li>● tension with team members</li> <li>● increasing sense of burnout</li> <li>● physical illness</li> <li>● emotional distress</li> <li>● difficulty functioning</li> </ul>
<b>IMPACT</b>	<p>Still functioning but not optimally. Reduced focus and quality of performance.</p>
<b>INTERVENTIONS &amp; RESOURCES</b>	<p>Express your feelings instead of bottling them up. If something or someone is bothering you, communicate your concerns in an open and respectful way. If you don't voice your feelings, resentment will build and the situation will remain a source of stress.</p> <p><a href="#"><u>MTS Member and Family Assistance Program</u></a> – Counselling services to MTS members—and now their eligible family members too—will be provided through HumanaCare, an integrated provider of counselling and support services in Canada with more than 150 counsellors right here in Manitoba.</p> <p><a href="#"><u>AbilitiCBT</u></a> AbilitiCBT is an internet-based cognitive behavioral therapy (iCBT) program that you can access from any device, any time. Cognitive behavioral therapy is one of the most effective forms of therapy. It works by helping you understand and change the thoughts, feelings and behaviors that are causing you problems. AbilitiCBT works the same way, but virtually. AbilitiCBT's user-friendly platform makes it convenient to get help when you need it, where you need it.</p>

### **Mental Health Resources from Shared Health**

The Mental health and wellness resource finder provides a number of mental health, wellness and addictions supports and resources for you and those you care about. The following links provide you access to free resources that you might find helpful in dealing with day to day issues:

- [Managing Worry](#)
- [Free counselling and health services to Manitobans of all ages during COVID-19 Pandemic](#)
- [Strengthening Relationships](#)
- [Loneliness](#)
- [Stress](#)

### **Strongest Families Institute**

The Strongest Families Institute ICAN program provides adults with life skills to overcome anxiety, depression and stress, providing strategies to help cope with major life stressors. The program is available in two formats:

- one-on-one or group-based telephone coaching, supported by a handbook or secure online format with a convenient app connection and other resources; or
- self-directed with no coaching to allow the person to work through the program at their own pace in a secure online or app format.

Adults can self-refer to the SFI program by completing an online form at <https://login.strongestfamilies.com/signup/ican/page/1/> or by calling 1-866-470-7111.

### **Care For All In Education**

During these difficult times, your mental health is a priority. Whether you are looking for up-to-date credible information to ease your mind, a free workshop to learn about resiliency, or quick daily coping tips, it is here. This site provides a diverse collection of quick and easy resources to support your mental health.

## FUNCTIONAL IMPAIRMENT/CRISIS

<b>INDICATORS</b>	Worsening functional impairment overt and impairing psychiatric symptoms including cognitive impairment.
<b>IMPACT</b>	Inability to complete work responsibilities. Functional impairment. Presenteeism and some absenteeism
<b>INTERVENTIONS &amp; RESOURCES</b>	Seek immediate professional help, do not ignore, it is not just surviving adversity it is the ability to emerge from adversity even stronger  Seek professional help: GP, psychiatrist, psychologist <a href="#">If you are looking for a home clinic in Manitoba, Family Doctor Finder can help you find one.</a>  <a href="#">Crisis Support Resources</a> - Get help now if you or someone you know is in distress  <a href="#">Mental Health Crisis and Non-Crisis Regional Contacts</a>