

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

# Manager Mental Health Training Programme

A 4-Module Certification Programme for People Managers

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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## Programme Overview

This programme is designed to equip managers with essential skills to foster a mentally healthy workplace. Investing in manager training is a cost-effective strategy, as managers significantly influence employee engagement and overall wellbeing through their daily interactions.

### Learning Objectives

- ✓ Participants will gain a foundational understanding of mental health principles and their relevance in professional settings, enabling them to create a more supportive work environment.
- ✓ Participants will learn to identify early signs of distress in colleagues and develop confidence in initiating empathetic and constructive conversations about wellbeing.
- ✓ Participants will acquire practical strategies for offering appropriate support, making reasonable adjustments, and guiding employees towards professional help when needed.
- ✓ Participants will explore effective techniques for managing their own mental wellbeing, resilience, and stress as leaders, ensuring sustainable personal and professional effectiveness.
- ✓ Participants will understand the importance of a proactive approach to mental health and learn how to embed supportive practices within their teams.
- ✓ Participants will be equipped to contribute to a positive organisational culture that prioritises psychological safety and reduces stigma around mental health concerns.

#### WHO SHOULD ATTEND

This programme is designed for all people managers across all levels, from team leads to senior executives, who are responsible for guiding and supporting their teams.

## Programme Content

### 1. Understanding Mental Health at Work

This module introduces the concept of mental health within the professional context, moving beyond a narrow focus on illness to encompass overall psychological wellbeing. Understanding that mental health exists on a continuum helps managers appreciate the spectrum of experiences their team members may have. We will explore common workplace stressors and their impact, highlighting how a supportive environment can significantly buffer negative effects. This session provides evidence-based insights into fostering a culture where mental wellbeing is openly discussed and valued, thereby enhancing productivity and reducing absenteeism.

 **Activity: Group discussion on common workplace stressors and their impact.**

### 2. Recognising Distress and Having Conversations

This section focuses on developing the crucial skill of noticing changes in behaviour that may indicate someone is struggling. We will cover observable signs of distress, such as shifts in performance, engagement, or interpersonal interactions, and discuss how to approach these observations with sensitivity. Participants will learn practical frameworks for initiating empathetic conversations, focusing on active listening and non-judgmental inquiry. The aim is to empower managers to offer support without overstepping boundaries, creating a safe space for employees to share concerns.

 **Activity: Role-playing exercises for initiating wellbeing conversations.**

### 3. Supporting, Adjusting, and Referring

Building on the ability to recognise distress and initiate conversations, this module provides actionable strategies for offering support. We will discuss how to make reasonable adjustments to work arrangements or tasks to accommodate an employee's needs, within organisational guidelines. Crucially, participants will learn about the referral process, understanding when and how to connect individuals with appropriate internal or external resources, such as Employee Assistance Programs or healthcare professionals. This ensures employees receive the right kind of help when they need it.

 **Activity: Case study analysis on appropriate support and referral.**

#### 4. Managing Your Own Wellbeing as a Leader

Leading others requires a strong foundation of personal wellbeing. This module addresses the unique pressures faced by managers and provides strategies for self-care, stress management, and building resilience. We will explore techniques such as mindfulness, boundary setting, and effective time management to prevent burnout. By prioritising their own mental health, leaders can model healthy behaviours and sustain their capacity to support their teams effectively, ensuring they are not running on empty.

 **Activity: Guided mindfulness and stress-reduction exercise.**

#### 5. Building a Mentally Healthy Team Culture

This section consolidates the learning by focusing on proactive measures to embed psychological safety and wellbeing into team dynamics. Managers will learn how to foster an environment of trust, respect, and open communication, where seeking help is seen as a strength, not a weakness. We will discuss strategies for promoting work-life balance, managing workload effectively, and fostering positive working relationships. The goal is to create a sustainable culture that supports the mental health of all team members.

 **Activity: Brainstorming session on team wellbeing initiatives.**

#### 6. Assessment and Certification Framework

This final section outlines the process for assessing participant learning and understanding of the programme's core concepts. It details the requirements for achieving certification, which validates the manager's enhanced capability in supporting workplace mental health. This framework ensures that the skills learned are applied effectively and consistently, contributing to the overall wellbeing strategy of the organisation. Certification serves as recognition of their commitment to fostering a healthier work environment.

## Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Communicate the importance of the programme to all managers.	HR/Senior Leadership	Week 1	Send out an official announcement highlighting the strategic value of manager wellbeing training.
Schedule and enrol all managers in the respective training modules.	HR Department	Month 1	Develop a clear registration process and ensure timely communication of session details.
Provide managers with pre-reading materials on mental health awareness.	Training Facilitator/HR	Week 2	Share foundational articles or videos to prime participants for the training content.
Integrate wellbeing check-ins into regular team meetings.	Managers	Month 1	Encourage managers to dedicate a few minutes in team meetings for open discussion on wellbeing.
Establish a confidential feedback mechanism for managers regarding wellbeing support.	HR Department	Month 2	Set up a survey or anonymous channel for employees to provide feedback on manager support.
Review programme effectiveness and plan for refresher sessions.	Leadership/HR	Quarter 1	Collect feedback from participants and stakeholders to identify areas for improvement and future development.

## About Manas



### Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

### Manas – Center for Mental Wellness & Counselling

A MSME-registered organisation dedicated to evidence-based mental wellness.

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**Disclaimer:** This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: [manu@manas365.com](mailto:manu@manas365.com) | +91 99818 13224 This document does not constitute a legal instrument and carries no legal standing or admissibility in any court of law or official proceeding.