

# Workforce Wellbeing Toolkit



# Welcome to the Employability Workforce Wellbeing Toolkit.

What is wellbeing?

- ✓ Wellbeing is developing a positive state of mind.
- ✓ Wellbeing comes from your thoughts, actions, and experiences — most of which you have control over.
- ✓ Wellbeing is experienced by everyone and can rise and fall throughout the day depending on our mood, our activities and who we talk to.
- ✓ Wellbeing is a resource for daily life and is linked to our lifestyle, where we live, what we do and the people and environment around us.
- ✓ Wellbeing includes our quality of life, our ability to contribute to the people and world around us.

Regardless of a person's physical or mental state everyone can have positive wellbeing.

Both Toolkits have been designed in partnership to support your clients to have easy access to a range of tools, courses, information, and support in one place.

The Wellbeing Toolkit is easy to use and self explanatory. Your role is to introduce the toolkit and discuss how they could use it.

Please watch this short clip for further information on mental health and how this toolkit can be used by you and your clients.



# What's inside...

<b>Pg4</b>	<b>Taking Care of Yourself and Your Colleagues</b>	A gentle reminder that you can't pour from an empty cup and some ideas to promote wellbeing in the workplace
<b>Pg7</b>	<b>Workforce Development and Training Opportunities</b>	A range of course across Fife available for you to develop your skills, knowledge and confidence around mental health, suicide prevention and wellbeing
<b>Pg21</b>	<b>Your copy of the wellbeing toolkit which includes...</b>	
	<b>Circles of Control</b>	How do we focus on what matters now so we spend our time and energy well.
	<b>Diary Section</b>	Keep track of your tasks and appointments and how well you feel your day is going
	<b>10 Positive Steps</b>	10 examples of how you can boost your wellbeing
	<b>Be Proud of Who You Are and What You Can Do</b>	Think about what you are good at and how you can use those skills, abilities and personality traits in different ways (applying for work, developing them at college or using them to volunteer)
	<b>Maintaining a Healthy Lifestyle</b>	A range of health and wellbeing apps, websites, courses and contacts which can help you to increase your wellbeing
	<b>Staying Connected</b>	A range of different services to support you to increase your wellbeing
	<b>Take a Break</b>	Activities to slow down your busy brain
	<b>Your Contacts and Notes</b>	Space for you to keep your notes and doodles
<b>Pg91</b>	<b>10 Positive Steps</b>	10 Positive Steps in more detail

## **Taking Care of Yourself and Your Colleagues**

Looking after yourself and your colleagues at work is just as important as looking after the people who come through the doors.



**HOW ARE YOU  
DOING?**

Print this page out and invite a colleague to take a break with you. Life is busy but it's important to stop and connect.

To:

Feel like a bite to eat...  
**NATTER?**

AND A

When & where:

From:

Now you're talking.

To:

Hey! When you're free...  
**CALL**

GIMME A

From:

Now you're talking.

To:

Why don't we go...  
**COFFEE?**

GRAB A

When & where:

From:

Now you're talking.

To:

Fancy some fresh air...  
**CHAT?**

AND A

From:

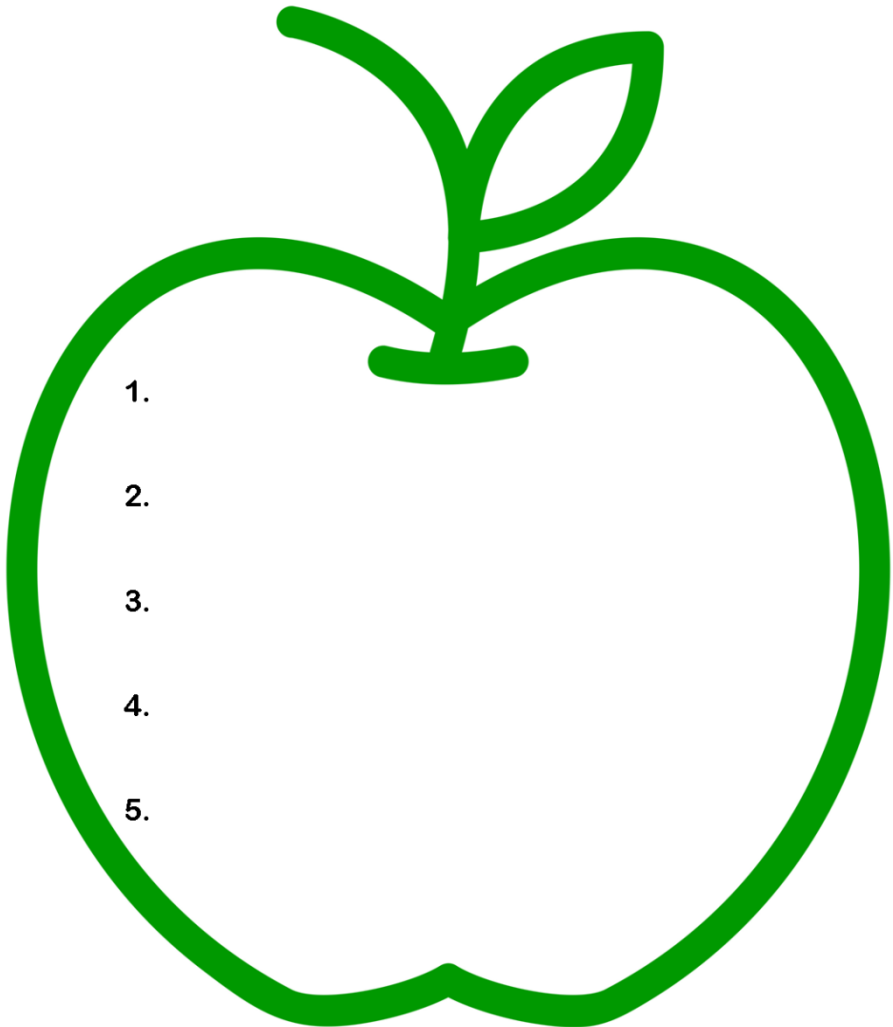
Now you're talking.

## What's Your 5 a Day?

We all know the importance of getting our “5 a day”. This of course refers to the recommended daily amount of fruits and vegetables we should eat to maintain a healthy diet.

But what is your 5 a day to help maintain your mental wellbeing? What 5 things make you feel good every day?

Asking your colleagues this is a great way to start a feel good conversation.



## Workforce Development/Training Opportunities/ Resources

Increasing your skills and knowledge around mental health and wellbeing will arm you with the tools you need to have open and purposeful conversations.

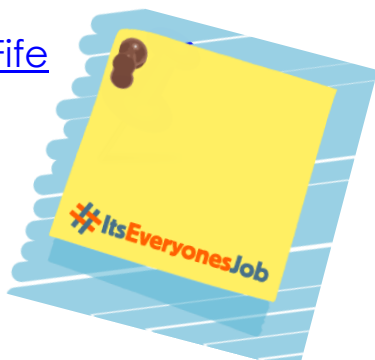
There are many training courses and information sessions to support your ongoing professional development, available through a number of organisations.

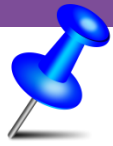
Most of the following courses can be found in the [Health Promotion Service Training Programme](#)



You can also obtain Health Promotion Service Mental Health and Suicide Prevention Campaign resources here:

[Mental Health Resources | NHS Fife](#)





# **ASIST**

## **(Applied Suicide Intervention Skills Training)**

### **Aims**

To enable people working and living in Fife to recognise invitations for help and to intervene to prevent the immediate risk of suicide and thereby reduce suicide rates in the longer term. This course is run over 2 full days.

### **Learner Outcomes**

By the end of this course participants will have:

- The ability to recognise invitations for help
- Learned how to reach out and offer support
- The ability to review the risk of suicide
- The ability to apply a suicide intervention model
- The ability to link people with community resources.

### **Who should attend?**

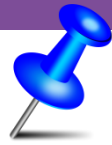
This is an important course for anyone working in frontline services, where suicide prevention and risk assessment skills are required.

**Provider:** Fife Health Promotion Service

**Cost:** Free



# Ask, Tell ~ Awareness Animations



## Aims

To raise awareness and have facilitated discussions around the 3 Ask, Tell...educational animations which highlight areas such as mental wellbeing, suicide prevention and having compassionate conversations with people who are experiencing mental distress or may be feeling suicidal.

## Learner Outcomes

By the end of this course participants will:

- Be able to identify ways to support people to have good mental health
- Be familiar which ways you can look after your own mental health
- Be able to explain what mental health is
- Have an awareness of situations that can negatively affect our mental health
- Be able to demonstrate an awareness of the prevalence of mental health problems
- Have an understanding of the wider issues that can affect people accessing support for their mental health
- Be able to demonstrate an awareness of the prevalence of suicide
- Be aware of the risk of re attempt associated with previous suicide attempt
- Be able to identify what to do when you are worried about someone's mental health.

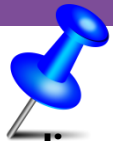
## Who should attend?

These sessions are for anyone who has a remit and/or interest in mental health improvement and suicide prevention.

**Provider:** Fife Health Promotion Service

**Cost:** Free

# Developing your Trauma Skilled Practice 1 ~ Understanding the Impact of Trauma and Responding in a Trauma-Informed Way



## Aims

This eLearning module is set at Level 2 (Skilled) of the 'Transforming Psychological Trauma: A Knowledge and Skills Framework for the Scottish Workforce' and is designed to increase your understanding of what psychological trauma is, how it can affect people you work with, and how people can be supported to recover.

## Learner Outcomes

- To understand the prevalence of traumatic events
- To identify the factors that can influence how we respond to and are affected by traumatic events in order to survive
- To recognise how trauma and adversity may be affecting the people you are working with
- To understand how to develop trauma informed relationships that incorporate trust, safety, choice and collaboration, and control and empowerment
- To understand the importance of self-care in this line of work.

## How to access:

To access this module use the appropriate link:

### **NHS Fife or Fife Health & Social Care**

<https://learn.nes.scot/24384/elearning-psychology/developing-your-trauma-skilled-practice>

It is simple and free to register an account with Turas Learn here:

<https://turasdashboard.nes.nhs.scot/User/PersonalDetails/Create>

### **Fife Council**

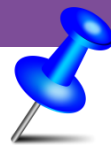
<https://fifecouncil.learningnexus.co.uk/enrol/index.php?id=492>

### **Fife Council Partner Organisation, e.g. voluntary sector**

<https://fifecouncil.learningnexus.co.uk/course/view.php?id=498>

**Provider:** NHS Education for Scotland (NES)

**Cost:** Free



## **Fife Benefit Checker & Our Fife Toolkit Training**

### **Aims:**

The training will provide an overview of Fife's Benefit Take Up campaign, training on the use of the Fife Benefit Checker tool and access to a toolkit that will aid you in discussions with Fife customers. Organisations participating will also be able to access campaign packs of promotional materials for the Cost-of-Living campaign in Fife and utilise the partnership branding logo.

### **Who Should Attend?**

Anyone working directly with low-income households in health, education, childcare, social work and voluntary sector, who can play a part in promoting benefit take-up and maximising income. No existing skills or previous training required.

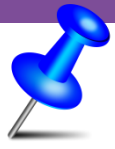
**Provider:** For open, multi-disciplinary sessions book via Fife Health Promotion Service.

For a closed session to your organisation only, please contact: Audrey Cunningham, Benefit Take Up Campaign Lead, Citizens Advice & Rights Fife.

Email: [acunningham@carfonline.org.uk](mailto:acunningham@carfonline.org.uk)

**Cost:** Free

# **Gambling ~ There's a Great Deal at Stake**



## **Aims**

To raise awareness of the issue of gambling, the patterns of use, behaviours and an overview of harms caused.

## **Learner Outcomes**

By the end of this course participants will have:

- An increased knowledge of gambling and gambling harms
- An understanding of pathways to gambling
- An increased awareness of the relationship between gambling and other health related issues
- An increased awareness of the main influences for gambling and risk taking behaviour
- Knowledge of local gambling support available in Fife.

## **Who should attend?**

This course is for anyone who is in a position to provide people with information which will enable them to make informed decisions about gambling. This includes youth workers, school nurses, teaching and non-teaching staff, social workers and community workers.

**Provider:** Fife Health Promotion Service

**Cost:** Free

# Good Conversations in Employability



## Aims

To help build your skills by using a powerful 'personal outcomes approach' to help the people you work with grow in confidence and achieve their hopes.

## Learner Outcomes

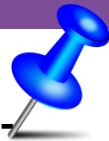
Participants will learn about the key elements central to a successful personal outcome approach and explore how to hold outcomes-focused conversations in a variety of common and difficult situations.

## Who should attend?

This programme of Good Conversations is directly targeted at people working in the employability sector. The training will be greatly beneficial to managers, staff and volunteers in employment services. Creating contexts which help services have outcomes-focused conversations with the people they support.

**How to access:** Check out [www.fva.org/news](http://www.fva.org/news) training & learning to find out more.

**Cost:** Free



# Health Literacy: You can make a difference

## eLearning

### **Aims**

Promoting positive health literacy is everyone's responsibility. Learners will find out why health literacy is important and how to use some simple techniques including TeachBack, chunk and check, using pictures and simple language to improve how they communicate and check understanding with others.

### **Learner Outcomes**

Participants can develop an action plan throughout the module to demonstrate how they intend to use the techniques in their practice.

### **How to Access:**

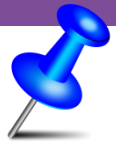
NHS and Health & Social Care staff can view and access the module by signing into their Turas account. Other sectors can register for a free Turas account. It is simple and free to register an account with Turas Learn here:

<https://turasdashboard.nes.nhs.scot/>

**Provider:** NHS Education for Scotland (NES)

**Cost:** Free

# Mental Health & Work Indicator Training



## Aims

This training aims to help employability workers have an appropriate and supportive conversation with people about how their mental health might impact their journey into work and ensure people who have more complex mental health problems are signposted to appropriate support.

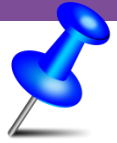
The Fife Mental Health and Work Indicator (MHWI) has been designed to be used as part of an organisation's existing client interview/assessment process and is not additional.

When used with FORT the MHWI also generates non-personal data on how well our employability pathways is supporting people with mental health problems on their journey into work

**How to access:** Check out [www.fva.org/news](http://www.fva.org/news) training & learning to find out more.

**Cost:** Free

# Mental Health Improvement and Suicide Prevention ~ eLearning Module



## Aims

This eLearning module is set at Level 1 (informed) of the 'Mental Health Improvement and Suicide Prevention Framework – Scotland's Knowledge and Skills Frameworks for Mental Health Improvement and Self-Harm and Suicide'. The module contains a series of 3 educational awareness animations highlighting the range of communication skills that should be used, including listening, questioning and responding.

They cover the areas of mental wellbeing, suicide prevention and having compassionate conversations with people who are experiencing mental distress or may be feeling suicidal. While each animation can be viewed on its own, we recommend all 3 are completed.

## How to access:

NHS and Health & Social Care staff can view and access the module by signing into their Turas account. Other sectors can register for a free Turas account. It is simple and free to register an account with Turas Learn here:

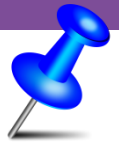
<https://turasdashboard.nes.nhs.scot/>

**Provider:** Fife Health Promotion Service

**Cost:** Free



# Positive Steps to Increase Mental Wellbeing



## Aims

This session aims to increase understanding of mental wellbeing and awareness of the positive steps to increase wellbeing.

## Learner Outcomes

By the end of this course participants will have:

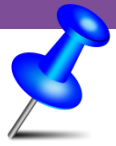
- An understanding of definitions of mental health and wellbeing
- An understanding of positive steps everyone can take to increase wellbeing.

## Who should attend?

This session is for everyone who would like to take steps to support mental wellbeing in Fife.

**Provider:** Fife Health Promotion Service

**Cost:** Free



# Poverty Awareness ~ Information Session Virtual Workshop

## **Aims**

The aim is to raise awareness of the nature and impact of poverty in Fife today and to equip participants with the knowledge to provide practical help and support.

## **Learner Outcomes**

By the end of this course participants will have:

- Understanding of the nature of poverty in Fife today.
- The different types of poverty
- Knowledge of local sources and pathways of support
- Advice on signposting and referrals.
- Increased confidence to have a supportive and healthy conversation about poverty

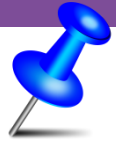
## **Who should attend?**

This session is for anyone who would like further information, guidance and advice to be able to support those affected by the poverty crisis.

**Provider:** Fife Health Promotion Service and Poverty Awareness Training Group

**Cost:** Free

# Scotland's Mental Health First Aid



## Aims

To raise awareness of mental health and wellbeing issues and to provide participants with basic crisis first aid skills training.

## Learner Outcomes

By the end of this course participants will have:

- An increased knowledge about mental health issues in Scotland
- Increased their skills and confidence in recognising the signs of mental health problems or suicidal thoughts
- The ability to provide initial help and guidance towards appropriate professional help
- Explored issues around recovery.

This course includes sessions on attitudes, recovery, alcohol and drugs, suicide, listening skills, self harm, depression, anxiety and psychosis.

## Who should attend?

This course would suit anyone who is interested in developing their knowledge and skills in supporting someone with a mental health problem or suicidal thoughts.

**Provider:** Fife Health Promotion Service

**Cost:** Free

## **Fife Pathway to Wellbeing and Work**

Fife Voluntary Action are pleased to present the latest update to the **Fife Pathway to Wellbeing and Work**.

The Pathway was co-designed with people who use services and provides both an overview of what support people might need to journey from accessing mental health services into healthy sustained employment, *and* weblinks to the range of services available to help people in Fife at different phases on that journey.

Click [here](#) to download your copy of the Fife Pathway & Directory of Services for Wellbeing & Work 2022.

# Wellbeing Toolkit



# Welcome to your Wellbeing Toolkit.

Inside you will find tools, hints and tips to support you in thinking of different ways to increase your motivation, help you prioritise what is important to you and learn how to increase your wellbeing one step at a time.

What is wellbeing?

- ✓ Wellbeing is developing a positive state of mind.
- ✓ Wellbeing comes from your thoughts, actions, and experiences — most of which you have control over.
- ✓ Wellbeing is experienced by everyone and can rise and fall throughout the day depending on our mood, our activities and who we talk to.
- ✓ Wellbeing is a resource for daily life and is linked to our lifestyle, where we live, what we do and the people and environment around us.
- ✓ Wellbeing includes our quality of life, and our ability to contribute to the people and world around us.

This short video explains what wellbeing is and gives a quick guide to using the toolkit.



# What's inside...

## Circles of Control

Focussing on what matters now so we spend our time and energy well

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## Diary Section

Keep track of your tasks and appointments and how well you feel your day is going

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## 10 Positive Steps

10 examples of how you can boost your wellbeing

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## Be Proud of Who You Are and What You Can Do

Think about what you are good at and how you can use those skills, abilities and personality traits in different ways (applying for work, developing them at college or using them to volunteer)

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## Maintaining a Healthy Lifestyle

A range of health and wellbeing apps, \*websites, courses and contacts which can help you to increase your wellbeing

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## Staying Connected

A range of different services to support you to increase your wellbeing

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## Take a Break

Activities to slow down your busy brain

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## Your Contacts and Notes

Space for you to keep your notes and doodles

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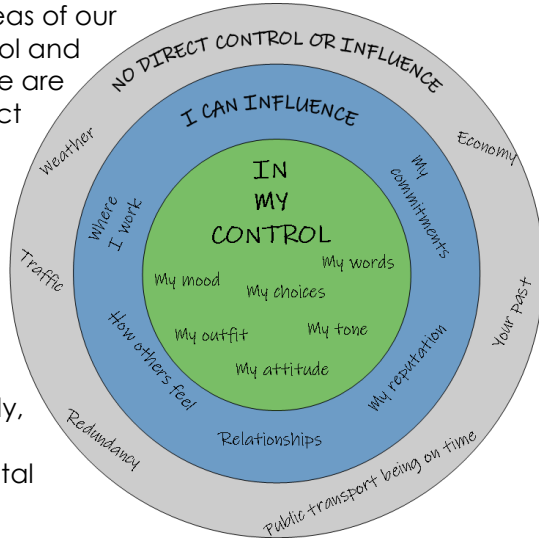
\*This toolkit contains **QR (quick response)** codes to allow easy access to websites using a smart phone. If you have a smart phone, you can download a QR Reader app from Google Play or Apple Store.

Don't worry if you don't have access to this, we have provided contact numbers where we can.

# How do I focus on what matters to me?

**Circles of Control.** Most of us have areas of our lives in which we have personal control and influence over, but unfortunately there are other areas in which we have no direct control, and this can cause us real worry and anxiety.

Because of this, it's important to focus our time and energy on those things we **CAN** control. This helps to avoid wasting time and energy on things beyond our control, which can affect our mood negatively, but rather, focus on what we **CAN** control which then increases our mental wellbeing. #ControlTheControllables



**In My Control Circle** - Recognising how important our own decisions are in our lives, and how they influence our family, friends and daily routines is vital. So, when we take control through our decision making, and choose carefully where we spend our time and energy, we will increase our circle of control and therefore our mental wellbeing.

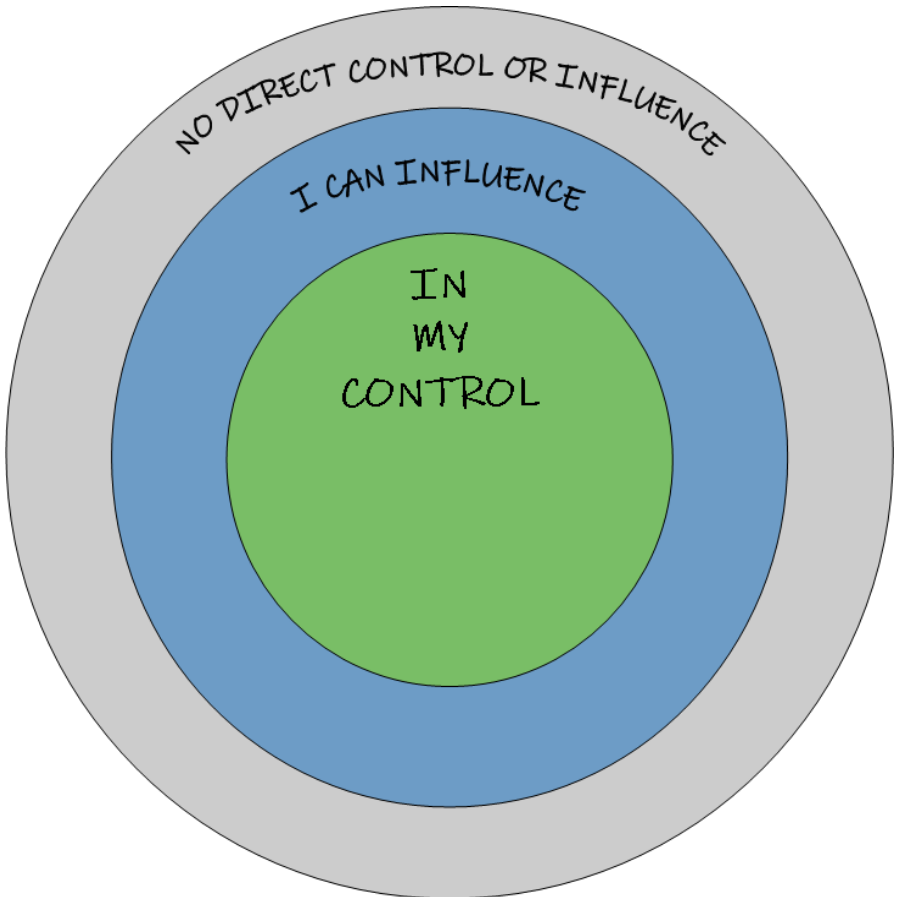
**Things I Can Influence Circle** - Increasing our mental wellbeing can happen when we focus our time and energy on areas in our lives we can influence. We will feel better if our time is spent on areas where we can make a difference.

**No Control/Influence Circle** - When we use our time and energy on issues we have no control over, we steal time from the things we do have control over. This can also be exhausting and further impact our mental wellbeing. Taking time to think about how we spend our time and energy can help us refocus how we use it to better support our own mental wellbeing.



## Draw your own

1. In the outer grey ring list those things that you are concerned about but can't control or influence.
2. In the blue circle list those things you are concerned about, and you can influence.
3. In the centre list those things you have control over right now.



*"You may not control all the events that happen to you, but you can decide not to be reduced by them." - Maya Angelou*

# This diary can be used to keep note of important appointments and to help keep track of your mood.

Although checking in daily is ideal, even weekly mood tracking can give you valuable insights into what makes you happy, mad, sad, content, anxious and a whole host of other emotions.

Using a mood diary, you can monitor the patterns in your life and identify negative influences (or “triggers”) that you should avoid, and early warning signs that your health might be deteriorating. But it can also help you to find the small things, as well as the big, that help you to stay well. It can show you the impact of the positive things you do to improve your wellbeing.

Take a few moments during your day to reflect on your feelings. Circle the emojis that best reflect your current mood and make a brief note of why you feel that way. Referring back to your Circle of Control may also help you manage your mood.

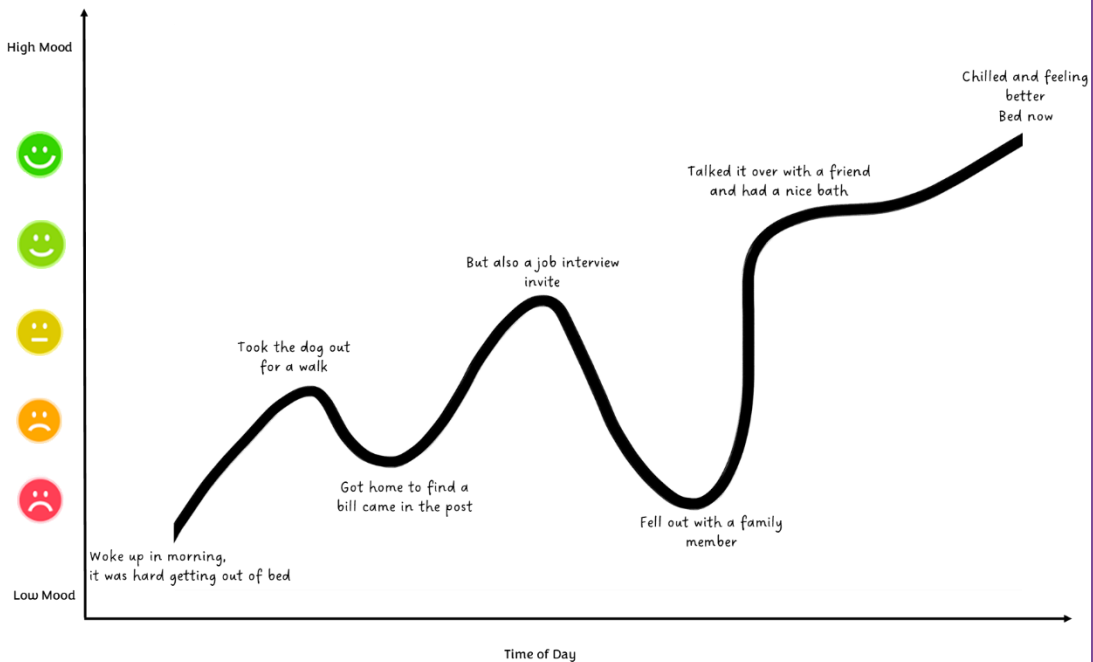
Give it a try. 😊



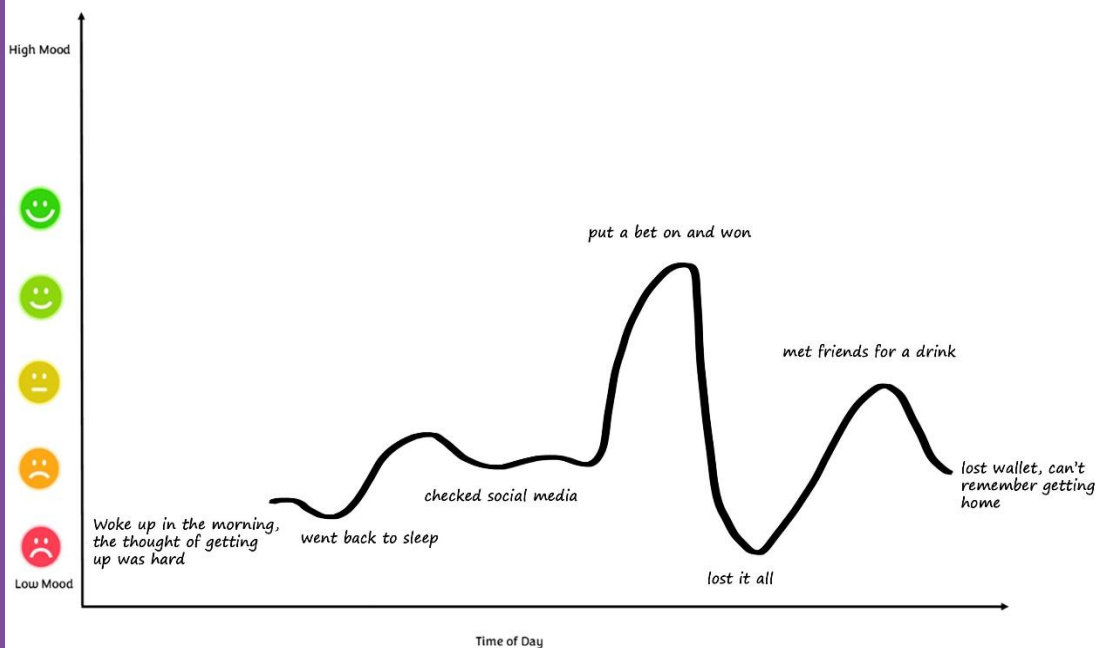
# Life is a Rollercoaster

Our mood changes throughout the day. It links to what we are experiencing, how we react to that experience and how we cope with it.

It is normal for our moods to change. Our mental health is not static but always changing and is influenced by a wide range of things, some of which are out of our control. Finding and using coping methods helps to recharge our batteries and improve mood. This image shows an example of things that can affect us negatively and positively.



It can be difficult and painful to feel all of your feelings but recognising them and working through them is best in the long run. When you are feeling a bit low, it is sometimes easy to reach for things that either mask your feelings or that provide a temporary buzz to lift your mood.



Mapping out your day can help identify things that affect your mood and what you use as coping methods. In the first day these included walking and playing with the dog, speaking to friends, and having a bath. All of these actions had a longer lasting positive affect on mood and the day ended on a high. The day above involved quick 'fixes' that were difficult to maintain and ended with low mood.

Understanding how to positively increase our mood helps us gain more control over how we maintain that positive mood and improve our mental wellbeing.

## Monday



## Tuesday



## Wednesday





# Monday



# Tuesday



# Wednesday







## Monday



## Tuesday



## Wednesday





# Monday



# Tuesday



# Wednesday





# Monday



# Tuesday



# Wednesday





# Monday



# Tuesday



# Wednesday



## Thursday



## Friday



## Saturday



## Sunday





## Monday



## Tuesday



## Wednesday





## Monday



## Tuesday



## Wednesday





## Monday



## Tuesday



## Wednesday





## Monday



## Tuesday



## Wednesday







# Monday



# Tuesday



# Wednesday





## Monday



## Tuesday



## Wednesday





It's worth looking back over your week/fortnight to see how you scored yourself in the morning, afternoon and evening using the mood emojis.



If you notice your days are mostly red/orange and you feel low, there is help available. Speak to your GP or contact any of the following:

Samaritans : **116 123** (24 hours)

Breathing Space : **0800 86 85 87**

SHOUT Texting Service : text "FIFE" to **85258** (24 hours)



If you find you spend long periods of time feeling a bit numb or flat, then moving your body can really help. Exercise might be the last thing on your mind but when we connect with our body we release hormones which help lift mood – playing some music and having a dance works wonders as well as more gentle exercise like going for a walk. Walking somewhere green, even if it's just the local park, for five minutes helps improve our sense of wellbeing and lower our risk of mental illness. We feel better when we connect with nature. This toolkit will provide you with lots of different ways to take control of your feelings and improve your wellbeing.



If you notice that your days are mostly green, fab... this resource could help you maintain this.

Exploring different types of support might be something you feel able to do at less difficult times. There's no wrong order to try things in – different things work for different people at different times.

## 10 Positive Steps

The Mental Health Foundation identified **10 Positive Steps** that people can take to look after and improve their wellbeing. For example, **accepting who you are** and **doing something you are good at** can help achieve a positive sense of self. **Eating well, drinking sensibly and keeping active** will all contribute to good physical health.

**Keeping in touch** and **caring for others** can promote social skills, kindness and improve attachment to those close to us, and **taking a break, asking for help** and **talking about feelings** will help break down barriers and stigma, help you think about yourself and seek support when you need it.

We have included the 10 positive steps tool to help you think about what you would like to focus on to improve your wellbeing. However you may have things completely different from the 10 listed here which you feel are more important. We have provided a blank copy for you to include these.

Think about these 3 questions to help you work through where you want to get to:

- ⇒ **What do I currently do that I would like to change?**
- ⇒ **What do I want the future to look like?**
- ⇒ **What steps do I need to take to overcome any difficulties?**

# The 10 positive steps...

Adapted from the Mental Health Foundation 'How to look after your mental health' campaign 2007

Positive steps for  
mental health

What do I currently do  
that I would like to change?

What do I want the future to look like?

What steps do I need to take to  
overcome any difficulties?

Drink sensibly

Do something  
I'm good at

Accept who I am

Talk about my  
feelings

Ask for help

# The 10 positive steps...

Adapted from the Mental Health Foundation 'How to look after your mental health' campaign 2007

Positive steps for mental health	What do I currently do that I would like to change?	What do I want the future to look like?	What steps do I need to take to overcome any difficulties?
Keep active			
Take a break			
Care for others			
Keep in touch			
Eat well			



# The 10 positive steps...

Adapted from the Mental Health Foundation 'How to look after your mental health' campaign 2007

Positive steps for mental health	What do I currently do that I would like to change?	What do I want the future to look like?	What steps do I need to take to overcome any difficulties?
1			
2			
3			
4			
5			

# The 10 positive steps...

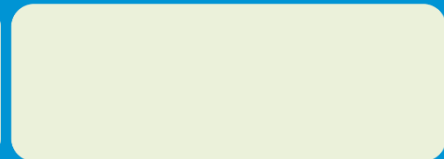
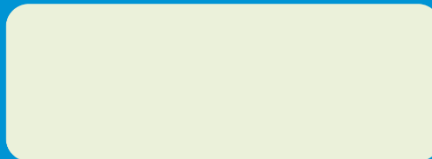
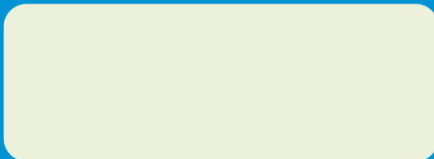
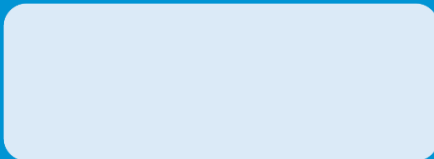
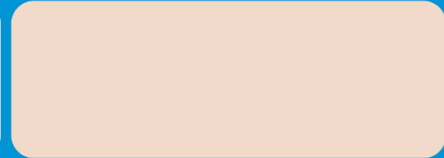
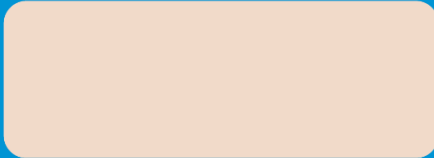
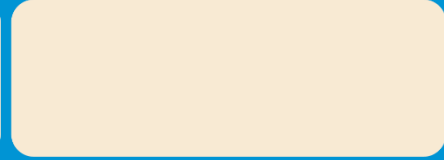
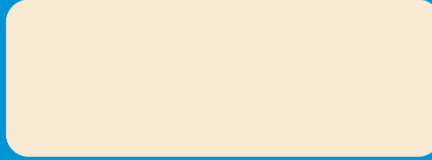
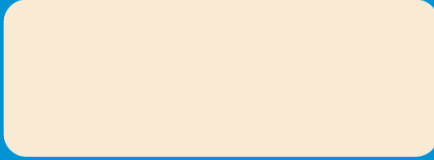
Adapted from the Mental Health Foundation 'How to look after your mental health' campaign 2007

Positive steps for  
mental health

What do I currently do  
that I would like to change?

What do I want the future to look like?

What steps do I need to take to  
overcome any difficulties?



# Be Proud of Who You Are and What You Can Do

**Transferable skills** are those you've developed and picked up over time, at work and through home and relationships; it could be from hobbies or practical training and qualifications that prove you have done the work to achieve them, and it is essential you use all the resources you have at your disposal.

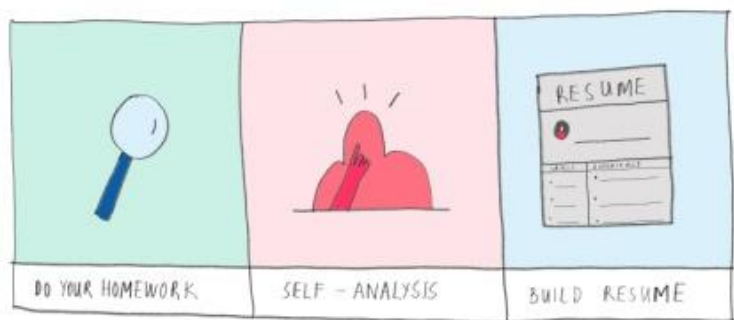
Resources are anything you can use – not just physical things like money, but soft skills too like empathy and compassion, research skills or proof reading - attention to detail for example.

It can sometimes be tricky to think of what skills we actually have – and it's surprising to see just what we can tick off!



You can use the list over the page to help identify what you have and highlight what you may need in future – but remember they won't all be applicable to you, and that's OK, we are all different and have different ways of approaching things.

Here's how you can shortlist transferable skills and tailor them to the job you're applying for:



**Do your homework** - Study the job advertisement and understand the expectations from the role.

**Do a self analysis** – think about your life and work skills, use the checklist on the next page to help identify these.

**Add it to your CV or application** – stating your transferrable skills is the most important part of the application process.

**Get blowing that trumpet!**



## My Skills and Qualities

Meet deadlines	<input type="checkbox"/>	Compassionate	<input type="checkbox"/>
Results oriented	<input type="checkbox"/>	Team player	<input type="checkbox"/>
Organise & plan	<input type="checkbox"/>	Artistic	<input type="checkbox"/>
Supervise others	<input type="checkbox"/>	Motivate others	<input type="checkbox"/>
Manage resources	<input type="checkbox"/>	Listen	<input type="checkbox"/>
Instruct others	<input type="checkbox"/>	Organise people	<input type="checkbox"/>
Drive vehicles	<input type="checkbox"/>	Musical	<input type="checkbox"/>
Tactful	<input type="checkbox"/>	Outgoing	<input type="checkbox"/>
Self motivated	<input type="checkbox"/>	Meet the public	<input type="checkbox"/>
Problem solver	<input type="checkbox"/>	Patient	<input type="checkbox"/>
Adaptable/flexible	<input type="checkbox"/>	Support others	<input type="checkbox"/>
Accept responsibility	<input type="checkbox"/>	Reflective	<input type="checkbox"/>
Desire to learn & improve	<input type="checkbox"/>	Tolerant	<input type="checkbox"/>
Time management	<input type="checkbox"/>	Dance & movement	<input type="checkbox"/>
Manage money/budget	<input type="checkbox"/>	Good communicator	<input type="checkbox"/>
Work independently	<input type="checkbox"/>	Kind	<input type="checkbox"/>
High energy	<input type="checkbox"/>	Mediator	<input type="checkbox"/>
Ability to delegate	<input type="checkbox"/>	Can take instruction	<input type="checkbox"/>
Research	<input type="checkbox"/>	Caring	<input type="checkbox"/>
Creative thinking	<input type="checkbox"/>	Independent	<input type="checkbox"/>
IT skills	<input type="checkbox"/>	Social Media savvy	<input type="checkbox"/>
Manual labour	<input type="checkbox"/>	Empathic	<input type="checkbox"/>
Big picture thinker	<input type="checkbox"/>	Persuasive	<input type="checkbox"/>
Detail oriented	<input type="checkbox"/>	Inspire others	<input type="checkbox"/>

# Positive Personality Traits

Putting a positive twist on seemingly negative traits can literally change everything.

turn <b>Negative Labels</b>	into <b>Positive Affirmations</b>
Demanding.....	<b>Decisive</b>
Insisting.....	<b>Determined</b>
Stubborn.....	<b>Persistent</b>
Cocky.....	<b>Confident</b>
Bossy.....	<b>A leader</b>
Fixated.....	<b>Committed</b>
Rebellious.....	<b>Non-conforming</b>
Defiant.....	<b>Bold</b>
Obsessive.....	<b>Orderly</b>
Explosive.....	<b>Passionate</b>
Quiet.....	<b>Thoughtful</b>
Rigid.....	<b>Precise</b>
Fearful.....	<b>Cautious</b>
Hyper.....	<b>Energetic</b>
Impatient.....	<b>Eager</b>
Sensitive.....	<b>Tuned in to Emotions</b>

## Increasing Skills and Experience

Increasing your skills and experience will not only make you more desirable to potential employers but will provide you with a sense of achievement and overall wellbeing. There are a number of ways to go about this.

**Adult Basic Education:** (ABE) offers free learning for young people and adults over the age of 16 in Fife, who want to develop their skills in reading, writing, numbers and ICT (Information and Communications Technology).

Learners can also work towards an SQA qualification at Levels 3 and 4. Learning takes place in small groups and is based around a learner's goals and interests.

For more information call **0800 783 5161**

**Adult and Community Learning:** Across Fife, a wide range of lifelong learning opportunities are available in many locations, including libraries, local community and learning centres, and community-use schools and colleges.

You may wish to get formal qualifications, to develop a personal interest or hobby, to learn new skills or brush up on old ones, or you may wish to learn just for fun.

This QR link will take you to Fife Council's **Community Use** pages where you will find information on activities, classes and venues.



**Further Education:** Fife College aims to transform the lives of students through inspirational learning and teaching, helping to develop their full potential with life enhancing skills, knowledge, experience and resilience that will shape their future success.

They provide full-time and part-time courses. An A-Z list of courses can be found using this QR link.



### **Skills Development Scotland (SDS)**

SDS offer free career coaching services to anyone of any age and can support with identifying skills and strengths, overcoming barriers to employment, planning next career steps and putting together CVs and application forms. We also offer specific support to those facing redundancy.



**Step into Volunteering:** Volunteering has been proven to help alleviate feelings of loneliness and better our mental health and wellbeing through getting people out and about, connecting them with new people and new communities, acquiring new skills, and, most importantly, having fun!

The **Fife Voluntary Action** team are volunteering experts and love helping people of all ages and backgrounds to become volunteers.

This QR link will take you to their volunteering page where you can get information on opportunities available and how to start your volunteering journey.





## Application form - Section B

When applying for a Premier or Super card, please ensure that you show proof of address, age and entitlement e.g. letter of award.

### Premier

	Office use
<input type="checkbox"/> Income Support	....
<input type="checkbox"/> Employment & Support Allowance - Income Based	....
<input type="checkbox"/> Pension Credit	....
<input type="checkbox"/> Disabled Persons Tax Credit	....
<input type="checkbox"/> Council Tax Rebate - not single person's allowance	....
<input type="checkbox"/> Working Tax Credit	....
<input type="checkbox"/> Universal Credit - Not in work or take home pay less than £810 per month	....

### Super

<input type="checkbox"/> Individual with a disability (under 18s no charge) Personal Independent Payment (PIP) Disability Living Allowance (Care or Mobility)	....
<input type="checkbox"/> Employment & Support Allowance - Contribution Based	....
<input type="checkbox"/> Industrial Injuries Disablement Benefit	....
<input type="checkbox"/> Carers Allowance	....
<input type="checkbox"/> Job Seeker Allowance - Contribution Based	....
<input type="checkbox"/> Full time students	....
<input type="checkbox"/> 63 years or over and not in work	....

I certify that I am 63 years or over and not in work

Signature:

## Terms & conditions

1. Fife Council reserves the right to amend Fifestyle at any time.
2. Fife Council reserves the right to reject an application.
3. No refunds will be given.
4. Upgrades and changes to Fifestyle categories are at discretion of Fife Council.
5. Students who receive pay from a sponsor e.g. research students are not eligible.
6. Discounts may not apply to already reduced activities.
7. Discounts will only be given if a valid Fifestyle card is produced.
8. Access may be restricted during seasonal holidays and maintenance closures.
9. Concessionary entitlement is granted only to the Fifestyle cardholder.
10. Information correct at time of print.
11. Discounts may be subject to change.
12. Discounts not applicable to block bookings.

## Data Protection

Please visit [www.fifedirect.org.uk/privacy](http://www.fifedirect.org.uk/privacy) for information related to the General Data Protection Regulation (GDPR) guidelines.

## For further information

Write to: Fife Council Communities & Neighbourhoods Service, Rothsay House, Rothsay Place, Glenrothes, Fife KY7 5PQ

email: [enquiries.communityuse@fife.gov.uk](mailto:enquiries.communityuse@fife.gov.uk)  
[www.fifedirect.org.uk/fifestyle](http://www.fifedirect.org.uk/fifestyle)



*fifestyle*  
application form

**Fife**  
COUNCIL

[www.fifedirect.org.uk/fifestyle](http://www.fifedirect.org.uk/fifestyle)

### Office use only

Paid:	<input type="text"/>	Card No:	<input type="text"/>
Category:	<input type="text"/>	Expiry date:	<input type="text"/>
Certified by:	<input type="text"/>	Issued by:	<input type="text"/>
Renewal:	<input type="text" value="Yes / No"/>	Previous card No:	<input type="text"/>

Fifstyle is Fife Council's concession card scheme offering families and individuals discounts to various Fife Council services. A Bonus card is available for people who are not entitled to a concession.

### Where can I use my Fifestyle card?

The Fifestyle card can be used to receive discounts at:



as well as Community Centres, Disability Sport Fife, Library Events, Lochore Meadows, Lomond Centre, Parks, Sports Development and Fife Cycle Park.

### What discounts can I receive?

There are three Fifestyle card categories:

#### Premier & Super

Discounts of up to 50% are available to Premier and Super cardholders. See Section B on the application form for qualifying criteria.

#### Bonus

The Bonus card is available for anyone who does not qualify for a Premier or Super card or resides outside Fife. Bonus cardholders can receive discounts of up to 10%.

Please note, Fifestyle discounts may vary across Council services.

### Who can apply?

Anyone can apply. To be eligible for a Super or Premier card you must be a Fife resident.

### How do I apply or renew?

Complete the tear off application form on this leaflet and take it to a main Library, Community Use School (a full list can be found on our website: [www.fifedirect.org.uk/fifestyle](http://www.fifedirect.org.uk/fifestyle)).

You will need to show current proof of eligible benefits e.g. your letter of award, one passport sized photograph and the membership fee if appropriate.

### How much does Fifestyle cost?

#### Annual fee

Premier	No cost
Premier family	No cost
Super	£5.00 per card
Bonus	£10.00 per card
Bonus family	£20.00
Bonus junior	£5.00 per card
Replacement card	£1.00 per card

A family application may be made under the Premier and Bonus categories. A family is defined as up to two adults plus dependant children under 18 years of age. One application form must be completed for each member of the family who require a Fifestyle card. Children five years and over are entitled to their own Fifestyle card. Children under five years will be registered on the main adult's card.

### How long is Fifestyle valid?

Your Fifestyle card is valid for one year from the date of issue.

### Application form - Section A

Please complete in ink using capitals

Mr  Mrs  Miss  Ms

Name:

Address:

Postcode:

D.O.B:

Home tel:

Mobile:

Email:

Please tick if you would like to receive further information including special offers from Fife Council. Details of Fife Council's Privacy Notice and how we collect and use personal information are available at [www.fifedirect.org.uk/privacy](http://www.fifedirect.org.uk/privacy)

Signature

### Fifestyle category

Please tick the category you are applying for:

Premier

Premier Family

Super

Bonus

Bonus Family

Replacement

# Maintaining a Healthy Lifestyle – QR Web Links

## Access therapies - Assertiveness

This two-hour online course provides you with the opportunity to learn what it means to be assertive and ways to become more assertive in your daily life.



## Access therapies – Sleep Well

Sleep Well is a two-hour online course that provides you with knowledge and strategies to help reduce sleep problems and improve your sleep quality.



## Alcohol

Information for people looking to learn more about the risks associated with alcohol use.



## Bums off Seats – 01383 602393

Free local health walking opportunities in Fife.



## Clear Your Head

Simple ideas to try to help you cope better.



## #controlthecontrollables

A series of short videos to help you understand some of the complexities around suicide and how to access support.



## Couch to 5K

NHS Couch to 5K will help you gradually work up to running 5km in just 9 weeks.



## Feed your Mind Podcasts

Podcast series of little bursts of information on topics addressing food as a player in overall wellbeing and mental health.



## Food and Health

Nutrition and Clinical Dietetics service with specialist dietitians.



## Gambling

The Health Promotion Team aims to raise awareness about gambling and the related associated harms to all age groups.



## Things to Try

For parents and carers, Things to Try provides help and advice for supporting children and young people's mental health and emotional wellbeing.



## Mind to Mind Videos

If you're feeling anxious, stressed, or low or having problems sleeping or dealing with grief.



## Steps to Deal with Stress

Advice on dealing with stress.



## Stop Smoking – 0800 025 3000

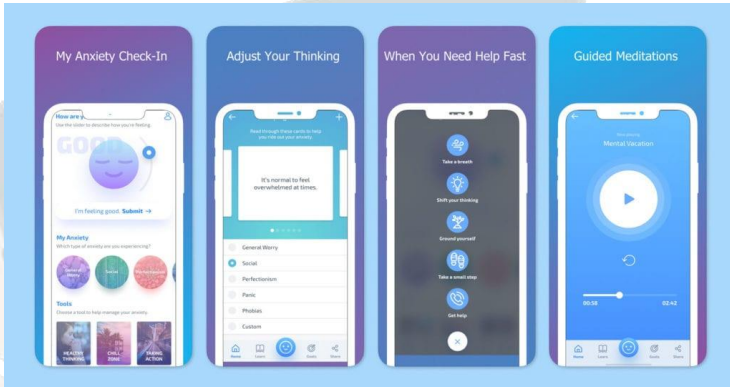
Supporting smokers to quit.



# Maintaining a Healthy Lifestyle – Mobile Apps

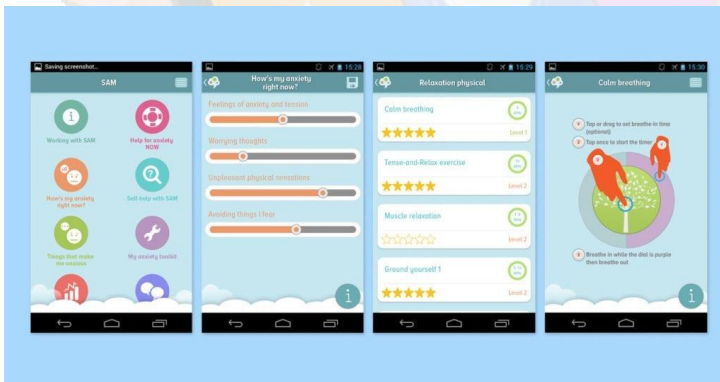
## MindShift

A mental health app designed specifically for teens and young adults with anxiety. Rather than trying to avoid anxious feelings, Mind Shift stresses the importance of changing how you think about anxiety. It can encourage you to take charge of your life, ride out intense emotions, and face challenging situations.



## Self-help App for the Mind (SAM)

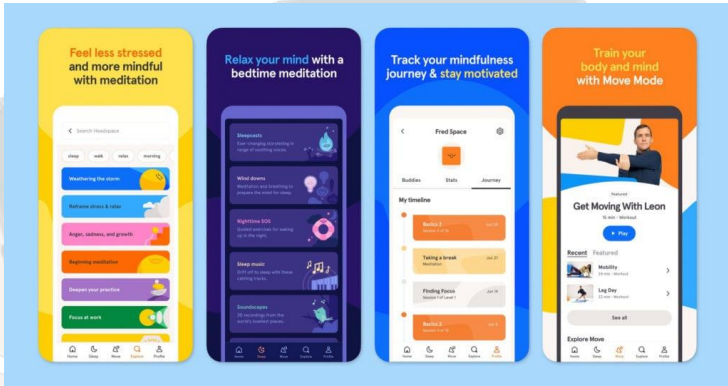
If you're interested in self-help, but meditation isn't your thing. Users are prompted to build their own 24-hour anxiety toolkit that allows you to track anxious thoughts and behaviour over time and learn 25 different self-help techniques. You can also use SAM's "Social Cloud" feature to confidentially connect with other users in an online community for additional support.





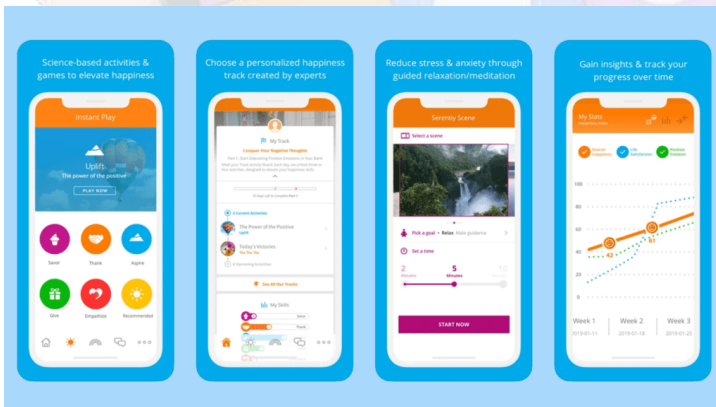
## Happify

Need a happy fix? With its psychologist-approved mood-training program, the Happify app is your fast-track to a good mood. Try various engaging games, activity suggestions, gratitude prompts and more to train your brain as if it were a muscle, to overcome negative thoughts.



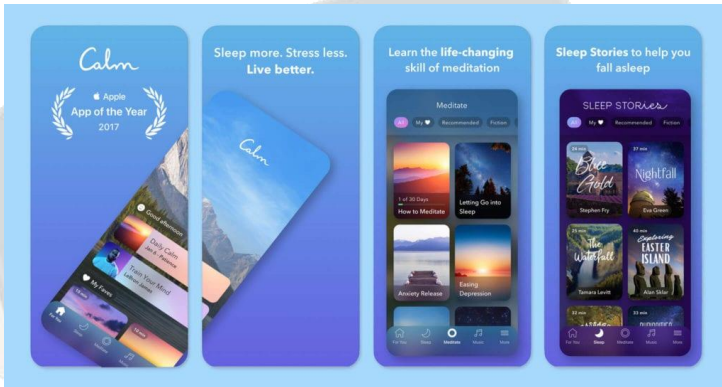
## Headspace

The Headspace app makes meditation simple. Learn the skills of mindfulness and meditation by using this app for just a few minutes per day. You gain access to hundreds of meditations on everything from stress and anxiety to sleep and focus. The app also has a handy "get some headspace" reminder to encourage you to keep practicing each day.



## Calm

Calm provides people experiencing stress and anxiety with guided meditations, sleep stories, breathing programs, and relaxing music. This app is truly universal; whether you've never tried meditation before or regularly practice, you'll find the perfect program for you.



## Smiling Mind

A way to practice daily meditation and mindfulness exercises from any device. Smiling Mind is a unique tool developed by psychologists and educators to help bring balance to your life. This is really helpful during times of stress and is a fun and unique way to help you put a smile on your mind.



# Staying Connected – QR Web Links and Contacts

## **CARF**

Citizens Advice and Rights fife (CARF) is an independent charity that provides free, confidential, expert advice to help you resolve your problems – no matter what these are.



## **Community Support Line – 0800 9520330**

If you are unable to access information online, Fife Council staff will be able to assist with support or set up a cost of living appointment for you to speak to someone direct.



## **Cosy Kingdom – 01592 807930**

Cosy Kingdom is a free and impartial energy and debt advice service available to all tenants and homeowners across Fife.



## **Fife Council Job Clubs and Welfare Support**

Community job clubs provide a space where people can get access to a PC to undertake job searches, create and develop CVs and apply for jobs. Our staff will be able to offer advice on most aspects of searching and applying for work.



## **Fife Council Supported Employment**

A free and confidential employment support service for people living in Fife with disabilities or health issues.



## **Fife Forum – Making Community Connections in Fife**

Voluntary Sector Advice and Information Agency that provides information and advice on issues that affect older people and some adults.



## **Library Services – OnFife**

Offering a wide range of activities, from reading groups to Bookbug sessions. You can select books, use public access PCs and other offerings such as photocopying and printing.



## **Mood Café**

Promoting Mental Health from Fife. Information and resources to help you understand and improve your mental health.



## **#NoWrongPath – DYW Scotland**

Aims to demonstrate that many people in interesting job roles across Scotland may not have taken a straight, obvious or traditional path to get there – that there is #NoWrongPath.



## **On Your Doorstep Fife**

Fife Health and Social Care Partnership's community website holds information about care providers, clubs, organisations, groups and activities that are locally available in Fife.



## **Social Security Scotland – 0800 1822222**

Information on benefits including Job Start payment for 16-24 year olds.



## **The Well – 03451 551500**

The Well is a drop-in facility which allows you to speak to Health and Social Care professionals and discuss what's important to you regarding your health and wellbeing.



## Take a break

Puzzles can help refocus your mind by requiring you to use your problem-solving skills and creativity. This means they can help distract you from stressful situations.

Colouring in is a healthy way to relieve stress. It calms the brain and helps your body relax. This can improve sleep and tiredness while decreasing body aches, heart rate, respiration, and feelings of depression and anxiety.

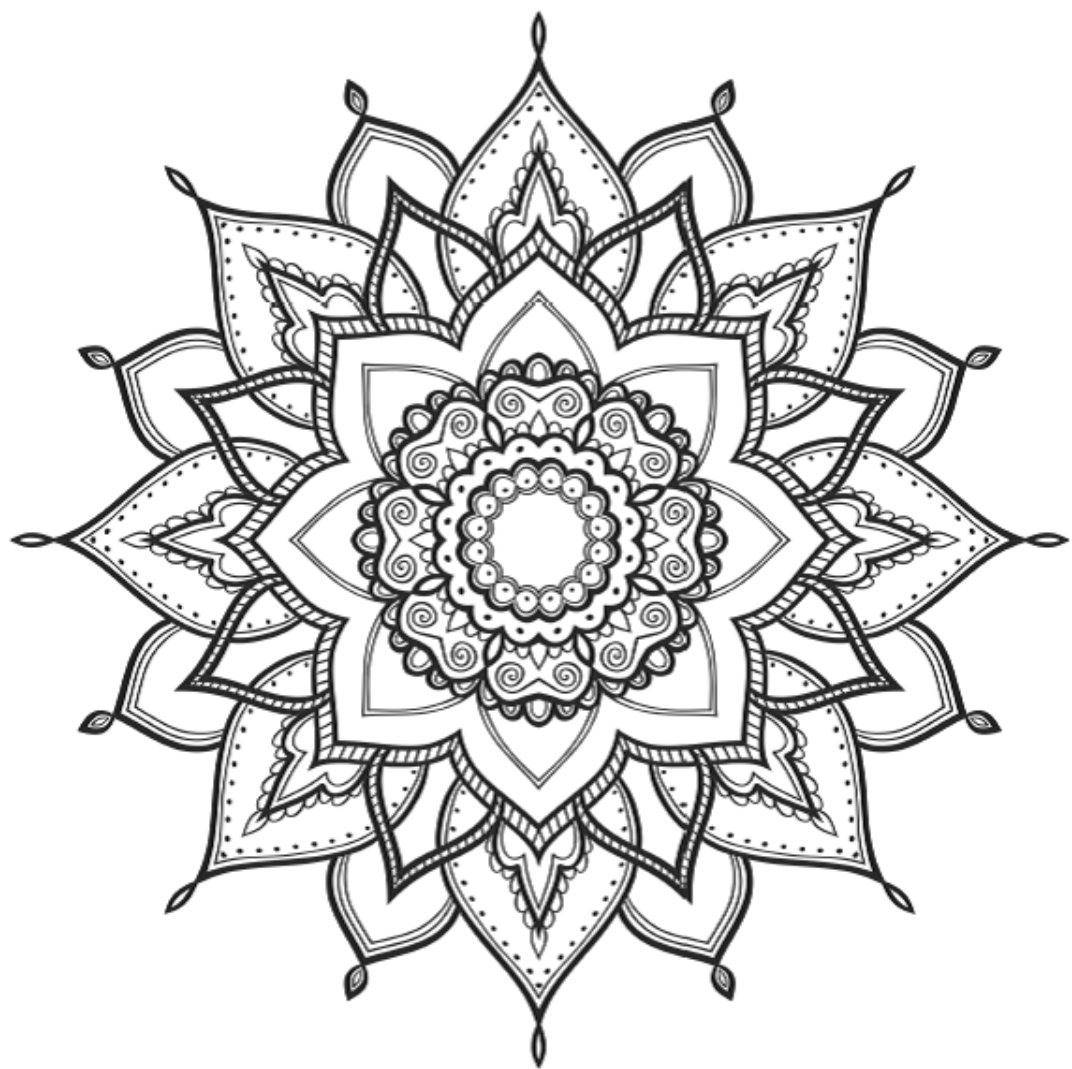
Taking 5 minutes out of your day to pop the kettle on and complete one of these activities will provide lots of wellbeing benefits.

### Wordsearch



BUDGETING CARING COMMUNICATE FLEXIBLE KIND LISTENING  
MUSICAL OPTIMISTIC ORGANISED TOLERANT

Colour





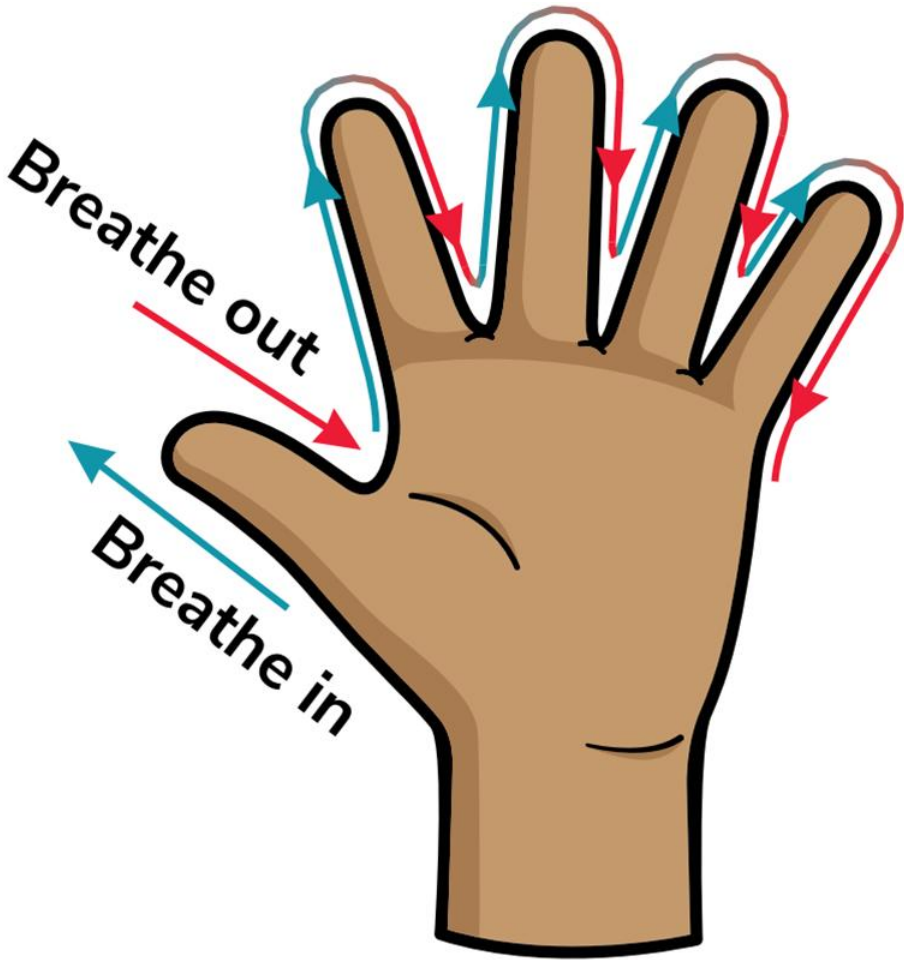


## Trace and Breathe

Trace along the rainbow with your finger as you breathe in and out – do this several times.



You can use this technique when out and about by tracing around your fingers... start at the base of your thumb and slowly trace up and over... breathe in... breathe out.



### 5-4-3-2-1 Mindfulness

List...

- 5 things you can see
- 4 things you can touch
- 3 things you can hear
- 2 things you can smell
- 1 thing you can taste

## Wordsearch Answers



BUDGETING CARING COMMUNICATE FLEXIBLE KIND LISTENING  
MUSICAL OPTIMISTIC ORGANISED TOLERANT

## My Contacts

Name:	Notes:
Phone:	
Email:	

Name:	Notes:
Phone:	
Email:	

Name:	Notes:
Phone:	
Email:	

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Space for thoughts and doodles...







## Developed by

- Brag Enterprises Ltd
- DWP (Department of Work & Pensions)
- Fife Council Job Club
- FVA (Fife Voluntary Action)
- CARF (Citizens Advice & Rights Fife)
- Fife College
- Fife Health & Social Care Partnership Health Promotion
- The Salvation Army
- Skills Development Scotland
- Criminal Justice Service
- FEAT (Fife Employment Access Trust)
- Fife Lived Experience Team
- Triage Central

## With thanks to everyone involved in helping this resource to grow

NHS Fife provides accessible communication in a variety of formats including for people who are speakers of community languages, who require Easy Read versions, who speak BSL, read Braille or use audio formats.

NHS Fife SMS text service number **0780 580 0005** is available for people who have a hearing or speech impairment.

To find out more about accessible formats contact:  
[fife.equalityandhumanrights@nhs.scot](mailto:fife.equalityandhumanrights@nhs.scot) or phone **01592 729130**.

We review our resources frequently to ensure information is accurate and up to date. If you experience any difficulties with the content, please get in touch: [fife.infocentre@nhs.scot](mailto:fife.infocentre@nhs.scot)



# The 10 Positive Steps to increasing Mental Wellbeing in more detail

**Keep Active**      **Exercise really helps if you're feeling depressed or anxious. It can give you more energy too.**

Regular exercise can help you to sleep better and improve your concentration. It can also help your physical and mental health. Find something you enjoy – walking, gardening, a team sport, swimming or dancing. Group exercise will not only provide you with the benefits from exercise but you will also get benefits from the social aspect. Adults should aim to achieve 150 minutes (2½ hours) of moderate intensity activity over a week, this can look like activity in 10 minutes or more through the day or do 30 minutes on at least 5 days a week.

**Take a break**      **A change of scene or pace is good for your mental health. A few minutes can be enough to de-stress you.**

Try to make time in your day for some 'me' time. Take a break and do something active or do nothing at all. Life is busy, so it is up you make space in your day, you may only need 5 minutes. Become aware of what works for you, this might involve trying something new for example, having a lunch break, mindfulness practice (meditation), yoga or an evening college course. We often put a lot of pressure on ourselves to be everything to all people. There may be some things in your life that can be postponed until you have taken time to make yourself feel better now. It may be helpful to remember that you need to look after your own health in order for you to support others.

**Care for others**      **Caring for others is important in maintaining relationships with people close to you. Joining a club or volunteering can also be rewarding. Everyone has something to offer.**

Caring for others (including pets) in your personal life but also at work can make us feel needed, valued and feel less alone. People spend a lot of time in work, some individuals may spend more time in work than with family. Therefore, it is important that colleagues take care of each other. Listen to people; ask if they are okay and if you can do anything for them.

Although caring for others is good for your mental health, acting as a carer for someone can be very stressful. Don't underestimate the impact acting as a carer can have on your mental health and wellbeing. Remember to make time for yourself. This may mean you need to ask for help or accept help from other people.

**Keep in touch**      **Friends are important, especially at difficult times, you don't have to be strong and struggle on alone.**

Be there – and let others be there for you. Be a good friend and neighbour – keep in touch. Being socially connected has a positive impact on mental health and wellbeing. This might be face to face, by telephone or via the internet. Friends, family and acquaintances can be there to listen to you but also to have fun with.

**Eat well**      **There are strong links between what we eat and how we feel.**

A good balanced diet is good for your physical health and your mental health. Try to notice how different food or drinks affect your mood. Such as caffeine, this can increase anxiety levels. Consuming sugar will give us a quick energy boost but results in a sharp drop, lowering energy and mood.

**Drink sensibly**      **Drinking alcohol to deal with problems will only make things worse. It's best to drink in moderation and avoid binges.**

People often use alcohol to deal with stress, difficult feelings or to improve their mood. However, the effect of the alcohol is only temporary and can often make you feel more depressed. Being aware of negative coping methods you may be using. To stay within the recommended daily alcohol limits means 2-3 units a day for men and women with two alcohol free days each week. If you're worried about your drinking levels speak to your doctor.

**Do something you are good at**      **Do something you love doing. Enjoying yourself helps to beat stress and can increase your confidence and self esteem.**

Concentrating on a hobby or something that you enjoy can help to forget your worries and help you to feel happier. Take the time to do something you are good at and enjoy. This may be something that you have done in the past, or something new. Remember to give yourself a pat on the back for your achievements.

**Accept who you are**      **Our beliefs, background, culture, religion, sexuality and experiences make us who we are. Everyone is entitled to respect.**

Everyone is different and everyone has strengths. It is better to accept who you are as being unique rather than wishing you are someone else. We all have things that we are good at. Spend time recognising what you are good at and identifying your strengths and focus on them. If you find this difficult, ask friends and family what strengths they think you have. Feeling good about yourself will boost your confidence and self-esteem.

**Talk about your feelings**      **People can feel isolated and overwhelmed by their problems – it can help to share your feelings.**

It is important to recognise when you are dealing with difficult feelings, emotions or situations and talk about it. Often individuals hide their emotions, however talking to someone you trust can be a better way to cope with a problem. Talking about your feelings can help you to feel supported and less alone. You may choose to talk to a family member, a friend, GP or support line.

**Ask for help**      **Everyone needs help from time to time. If things are getting too much for you and you feel you can't cope, it's okay to ask for help.**

It can be difficult to ask for help but we are not superhuman. It is important to have support. This may mean stepping out of your comfort zone, admit you need help and ask others for the support. Support can come in different forms and from different people, such as, friends, family, professionals, work colleagues, help lines, support groups, Employee Assistance Programmes.

*(Adapted from the Mental Health Foundation 'How to Look After your Mental Health' campaign 2007)*

## Developed by

- Brag Enterprises Ltd
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- Fife Council Job Club
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To find out more about accessible formats contact:  
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We review our resources frequently to ensure information is accurate and up to date. If you experience any difficulties with the content, please get in touch: [fife.infocentre@nhs.scot](mailto:fife.infocentre@nhs.scot)

