

Module 1 Handout

Firstly

Review the Self-therapist tool's User Guide, using the option for Self-therapy, ([accessed from www.self-therapist.com/help](http://www.self-therapist.com/help))



Then

1. Decide on a personal aim for your therapy. This will be via one of the following buttons on the Start Page:
 - a. Reflective self-therapy (if you have a specific issue to deal with, for example bereavement)
 - b. Self-assessment (if you know there is a problem, but are unsure what is at the root of it)
 - c. Self-development (if you feel fine, but would like to develop your mental and emotional functioning further)

2. In the second part, there are questions for consideration, designed to lead you to moments of insight.

Pick the type of questions that appeal to you, although going through each different type of question may yield better results:

- a. Thinking (Cognitive based therapy)
- b. Feeling (Person-centred therapy, Emotion-focused therapy)
- c. Drivers (Psychoanalysis)
- d. Motivating (Motivational Interviewing)
- e. Different perspectives (Solution-focused therapy)

Think through questions that seem helpful, noting any personal insights.

What will you think or do differently as a result of your insights?

3. If you would like to make any personal notes as you go along, there is an online notebook which is completely confidential.
4. Read the self-therapy guides on the topics that seem most relevant to your issue. Choose one of the self-therapy techniques, and either practise it or make a plan to practise it.

Module 2

Session 3 Handout

Referring to the list of Mental Health Disorders ([in Self-therapy Guides, Mental Health Helper's Course - Part 1, Noticing people with more serious problems](#)) in the tool, consider these scenarios. What disorder(s) could be present?

Scenario

Possible answers

An employee is constantly checking their standard of work with you, which is becoming annoying. During their appraisal they mention worrying about fitting in with their colleagues. They mention in passing that they aren't going on holiday this year because flying scares them. You also notice that they always refuse cake and biscuits at work, eating only small amounts of 'clean' food that they bring in from home. They often seem agitated and tired.

You find a colleague in the toilets staring intently at themselves in the mirror. They are doing their best to slow their breathing down. They don't respond when you ask if they are OK, seemingly unable to focus on you even being there. After a minute or two, they push past you saying "I'm fine".

One of your employees is known as 'grumpy'. This individual is usually looked over for promotion, for social events and for any special projects, mainly because people find them difficult to work with. This person has been this way for around 4 years now, but they used to be much more jolly and easy to get on with – they seem to have changed. You overheard a conversation the other day in which this person said "Really...what's the point of it all...this thing called life?"

A close friend at work has confided in you about a past sexual assault, only in passing, but they are clearly still affected by it to have brought it up. In fact they also mentioned still having nightmares about it. However, they said it was nothing, just an idiot at a party.

One of your colleagues never attends work socials. They always have an excuse. They are a quiet, isolated type of person, keeping themselves to themselves. No one really knows them well because they seem so unfriendly.

One of your staff members is liked by everyone because they are the life and soul of the party. They are outgoing, positive, fun to be with, possessing boundless energy. However, you have noticed there are times when they disappear into themselves. They absorb themselves in a project and refuse to engage with anyone. They won't take calls out of work and they refuse to attend socials. But you don't worry too much because you know they'll snap out of it in a day or two.

You find one particular colleague very difficult to talk to. For example, when you send subtle signals that your conversation is ended, they carry on talking. They are known for 'not getting it'. They also seem to struggle if you ask them to do something different, or outside of their usual activities

You notice some cuts on the inside of a colleague's wrist when you lean over their desk for a private word.

A member of your management team 'loses it' with you over a minor disagreement, shouts aggressively and storms out of the office, slamming the door.

A new employee sits in a meeting tapping their foot vigorously. They fidget in their chair, seemingly distracted by the view from the window during your team pep-talk. Later in the meeting they seem to be completely zoned out.

American Psychiatric Association. (2013). *DSM 5 diagnostic and statistical manual of mental disorders*.

Module 2

Session 4 Handout

Directions for the helper

1. Follow the tool's process as you work with your helpee
2. Begin with the open question in the tool "What brings you here today?" Your helpee may want to make notes in the tool as they go along.
3. From the Start page (main menu), ask your helpee to choose the option 'Reflective Self-therapy', and choose an aim, either by typing in their issue, or by choosing a common issue.
4. Guide your helpee in tailoring the aim to be more personal to them, for example, by changing "I manage stress" to "I manage stress at work".
5. Encourage your helpee to rate themselves on the 2 scales indicated.
6. Ask your helpee which style of questioning they would prefer, and to make their choice in the tool.
7. Work through some of the questions with your helpee. However, don't ask the questions yourself. Allow your helpee to choose which questions they want to talk about with you. It's important that you don't tell your partner which question *you* think they *should* focus on.

Directions for the helpee

1. Follow your helper's guidance.
2. Your helper will work through some of the questions with you. However, **you** choose which questions you want to think through. It's important that your partner doesn't tell you which question *they* think you *should* focus on.
3. When you have finished talking about your issue, think about how well your helper supported your thinking. Make notes if you need to.

Module 2
Session 5 Handout

	Situation	Answer
The start	In the beginning, an open question to get the conversation started.	
Compassion	Showing interest care and compassion.	
Empathy	Showing empathy and facilitating the process of building the relationship.	
Value	Demonstrating that the other person is valued.	
'Being with'	Developing trust by working on it together from the same perspective (i.e. walking alongside).	
Reflecting	Reflecting back to show you're staying with them.	
Check understanding	Checking your understanding. (Even if you're wrong, it can still be helpful.)	
Feelings	Enabling people to access their feelings.	
Challenge	Challenging questions when your relationship develops.	

In depth	Questions that take it a step deeper, and add to what's conscious.	
Process	Questions that can flag up a process.	
Avoidance	A tentative question when they keep circling around something.	
Your help	Monitoring whether you are going in the right direction for the other person.	
The benefits	Checking out if the other person is feeling any benefit.	
Body language	Reflecting word for word with a questioning pose.	
Statements	A statement in place of a question to open things up.	
Intuition	Making an intuitive observation.	
Security	The suicide question	
Ending	Checking to see if they are OK to go back to their home/work situation.	

Feedback Form

The person who has asked you to complete this form is attending a workshop which includes a session on supporting staff members with their mental health. In order to learn these skills, your colleague would appreciate some feedback on their listening skills.

Would you kindly give your responses to the following questions with your colleague in mind.

1. What level of **trust** do you have in your colleague to keep information you tell them confidential?

2. How well does your colleague **listen** when you are telling them things about yourself?

3. How much does your colleague seem to **care** about your well-being?

4. What could your colleague do to be a **better listener**?