

Psychological Health and Safety in the Workplace Certificate

Course Outline and Schedule

By the end of the program, you will be able to:

- Identify key concepts and principles of the *National Standard on Psychological Health and Safety* and the implications for your organization.
- Identify factors that promote and detract from psychological safety in the workplace.
- Understand the current legal, business and social landscapes supporting the push for workplace psychological health & safety.
- Apply practical tools to help assess and address organizational risk factors
- Implement approaches to improve workplace relationships, individual and team. performance, employee engagement, absence/disability management.
- Use benchmark and outcome measures.
- Understand how to navigate existing resources that support Standard implementation.

Delivery Method:

- On-line; hybrid of synchronous & asynchronous (self-directed) learning
- Participants will need access to course content page to access self-directed activities, Google Docs, PowerPoint presentations and handouts
- Participants must review the student conduct policy, technology requirements and complete Lesson 1 self-directed learning content **before 10 AM on September 9.**

Instructor(s): Nancy Dubois

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Course Dates:

- Sept. 9, 10, 16, 17 and Oct. 14, 15, 21, 22 - Live Webinar from 1 PM – 4 PM ET
- 24 hours synchronous live webinar via ZOOM + ~6-7 hours of self-directed learning
- Action Learning Project (variable by individual) + 1 hour check-in time with instructor (between Aug. 18 and Sept. 2)

Course Page URL: <https://hlln.info.yorku.ca/phs-certificate-program-page/>

Course Outline

Note: All self-directed activity and due dates are highlighted in bold and blue below.

DAY 1 – Sept. 9 (3 hours)		
Time	Lesson/Topic	Due Date
Self-directed (Est. 1 hour 30 mins)	Student Conduct Policy & Tech Review Lesson 1A: Overview of the Standard Review the Standard and Complete Individual Questionnaire	Sept. 9 at 10 AM
12:45 – 1:00 PM	Log-in to ZOOM – Test your video and microphone	
1:00 -2:30 PM (1 hour 30 mins)	Introductions and Overview of the Standard	
2:30 – 2:45 PM	Break	
2:45 – 3:30 PM (45 mins)	Lesson 2: Benefits of adopting the Standard – Making the Case	
3:30 – 4:00 PM (30 mins)	Lesson 3: Initiating a PHSMS	
Self-directed (Est. 30 mins)	Lesson 3B: Corporate Vision Discussion Questions	Sept. 10 at 10 AM
DAY 2 – Sept. 10 (3 hours)		
Lesson Block & Time	Lesson/Topic	Due Date
Lesson 4 – 6A 1:00 – 2:30 PM (1 hour and 30 mins)	Debrief of Lesson 3B Lesson 4: Establishing a Vision & Associated Policy Lesson 5: Content of the Standard -An Overview Lesson 6A: Commitment, Leadership, Participation	
2:30 – 2:45 PM	Break	
2:45 PM – 3:15 PM (30 mins)	Lesson 6B: Participation – Employee Engagement	
3:15 – 4:00 PM (45 minutes)	Lesson 7A: 13 Psychosocial Factors and Assignment Overview	
Self-directed (Est. 4 hours)	One Week Break - Lesson 7B: 13 Psychosocial Factors Assignment	Presentation Materials – Sept. 14 at 10 AM

DAY 3 – Sept. 16 (3 hours)		
Lesson Block & Time	Lesson/Topic # and Name	Due Date
1:00 – 2:30 PM (1 hour and 30 mins)	Lesson 7C - 13 Psychosocial Factors: An in-depth look Individual Presentations (in the order in the Standard) and Group Discussions	
2:30 – 2:45 PM	Break	
2:45 – 4:00 PM (1 hour and 15 mins)	Continued -Individual Presentations (in the order in the Standard) and Group Discussions	
DAY 4 – Sept. 17 (3 hours)		
Lesson Block & Time	Lesson/Topic	Due Date
1:00 -2:30 PM (1 hour 30 mins)	Lesson 8A: Planning (Clause 4.3) <ul style="list-style-type: none"> • Situational Assessment • Data Collection • Organizational Audit • Risk Assessment 	
2:30 – 2:45 PM	Break	
2:45 – 4 PM (1 hour 15 mins)	Lesson 8B: Planning - Outcome Objectives Lesson 9: Introduction to the Actional Learning Project	
Self-directed	One Month Break – Lesson 9: Action Learning Project with instructor check-in	Outline - October 2 at 10 AM
DAY 5 – Oct. 14 (3 hours)		
Lesson Block & Time	Lesson/Topic	Due Date
1:00 – 2:30 PM (1 hour 30 mins)	Lesson 10: Implementation Component (Clause 4.4) <ul style="list-style-type: none"> • Transtheoretical Model • Change Management 	
2:30 – 2:45 PM	Break	
2:45 – 3:30 PM (45 mins)	ALP #1	
3:30 - 4:00 PM (30 mins)	Lesson 11A: Education, Awareness & Communication - Intro / Overview	
DAY 6 – Oct. 15 (3 hours)		
Lesson Block & Time	Lesson/Topic	Due Date
1:00 – 2:00 PM (1 hour)	Lesson 11 B: Education, Awareness & Communication - Communication Planning Tool	

2:00 – 2:45 PM (45 mins)	ALP #2	
2:45 – 3:00 PM	Break	
3:00 – 4:00 PM (1 hour)	ALP #3 and Review/Preview	
Self-directed (~10 mins)	One Week Break - Identify outstanding questions	Oct. 20 at 10 AM
DAY 7 – Oct. 21 (3 hours)		
Lesson Block & Time	Lesson/Topic	Due Date
1:00 – 2:00 PM (1 hour)	Lesson 12: Evaluation & Corrective Action	
2:00 – 2:45 PM (45 mins)	ALP #4	
2:45 – 3:00 PM	Break	
3:00 – 4:00 PM (1 hour)	ALP #5 and Review/Preview	
DAY 8 – Oct. 22 (3 hours)		
Lesson Block & Time	Lesson/Topic	Due Date
1:00 -1:50 PM (50 mins)	Preview and ALP #6	
1:50 – 2:35 PM (45 mins)	ALP #7	
2:35– 2:50 PM	Break	
2:50 – 3:30 PM (40 mins)	“Hanging Threads”	
3:30 – 4:00 (30 mins)	Course Evaluations & Wrap-up	