Workplace Mental Health Leadership™ Certificate Program
Separate-day Format

Module 1	Module 2	Module 3
Introduction to a Mentally Healthy Workplace High-level introduction to the topic of mental health in the workplace. Designed to create awareness of the impact of mental health issues and serves as the foundation for building knowledge and practical skills throughout the program.	**The Leader's Role in Managing a Mentally Healthy Workplace** In-depth development of leader skills by using the Mental Health Framework to look at managing prevention, early performance coaching, recovery, absence and return to work.	**Promoting a Mentally Healthy Workplace** Based on the National Standard for Psychological Health and Safety in the Workplace, explores foundational leadership practices and factors that promote mental health at work.

Module 1

| Virtual Classroom 1 | Virtual Learning Lab 1 | Online Review 1 | Online Exam 1 |

Module 2

| Virtual Classroom 2 | Virtual Learning Lab 2 | Online Review 2 | Online Exam 2 |

Module 3

| Self-directed e-learning | Online Exam 3 |

CERTIFICATE
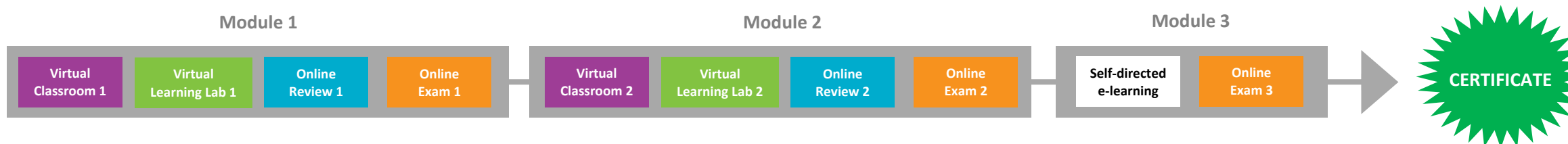
- Virtual Classrooms 1 and 2 are each 2 hours each in duration. Module 3 e-learning is a self-directed activity (approximately 1 hour in duration) that must be completed prior to Online Exam 3.
- Virtual Learning Labs 1 and 2 are each 1.5 hours in duration. Module 3 has no Virtual Learning Lab.
- Online Reviews 1 and 2 are each 1 hour in duration and allow participants to review what they learned in the module prior to taking the exam.
- Online exams 1, 2 and 3 are each approximately 15 minutes in duration. They each have 10 multiple-choice questions. Participants have three attempts to achieve a passing score of 70% on each exam.

- Recommended completion of the entire program is 6-8 weeks. However, this timeline may vary based on the agreement between your organization and LifeWorks at the time the program is booked.
- Upon successful completion of the entire program, participants will receive a **Queen's University/LifeWorks Certificate of Completion**.
- It is recommended that the learning activities be completed sequentially, as indicated on the above learning path. However, this may vary based on your organization's needs.
- Completion of each module will be tracked in LifeWorks' Learning Management System.
- It is recommended that each **Virtual Learning Lab** be completed within 2-3 days of the corresponding **Virtual Classroom.**
- Access to each **Online Review** will be granted once LifeWorks has confirmed that the participant has completed the corresponding **Virtual Classroom** and **Virtual Learning Lab**.
- Access to each **Online Exam** will be granted once the corresponding **Online Review** has been completed.
- Once an exam has been passed, access to the subsequent Module will be granted.