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| **Mental Health First Aid Training with Minding Your Business (MYB)** |
| **ONLINE Public MHFA Champion Course (097)** |
| **MYB COURSE REFERENCE: MYB21 - 097** |
| ***Please read, complete, sign and return this document IMMEDIATELY to judycorney@mindingyourbusiness.org.uk and donna@esrasurrey.co.uk. Booking Form issued by 9 August 2021, DBS*** |
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Mental Health First Aid Training with Minding Your Business (MYB)

**ONLINE Public MHFA Champion Course (097)**

# **Cost**

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**MYB £150.00**

**per person**

MHFA England RRP is £200.00 per person. MYB & ESRA are pleased to offer a subsidised rate

# **Invoice**

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**£150.00 per person**  
An invoice will be raised for the full amount on receipt of this signed booking form.

Please organise immediate payment.

NO VAT is added

# **Instructor-Led Dates and Times #**

**Session 1:** **Tuesday 21 September 2021**, 9.00am to 12.45pm

**Session 2:** **Wednesday 22 September 2021**, 9.00am to 12.45pm

**Venue:** ONLINE on *Zoom*

Note that delegates MUST attend both sessions of the course for the full duration, to gain certification.

**Trainer:** Elaine Carnegie (accredited MHFA   
 England Instructor)

## **Included in the rate**

* A trusted MHFA England accredited instructor to lead the course for the duration of the course using the *Zoom* app
* MHFA England Manual, Workbook and ALGEE action card
* Postage of above to UK mainland
* E-certificate sent to each delegate who completes the course, from MHFA England after training

# **About the Online MHFA Champion course**

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| The MHFA Champion course consists of TWO, 3 hour 30 to 45-minute live sessions with a certified MHFA Instructor. Both live sessions must be attended for the full duration to gain certification as a Mental Health Champion. There is **no** self-learning homework involved. |
| This online course will be run entirely on ***Zoom***. Delegates should be encouraged to ‘test their tech’ before each session, including their device’s camera, microphone and speaker as this is an interactive course. Cameras must be switched on at ALL times during the course. |
| During training, delegates will work together, and build a case study. They will watch a selection of short videos, discuss various relevant topics, and listen and learn from our charismatic, highly experienced Instructor.  The Champion course gives delegates:   * An understanding of common mental health issues * Knowledge & confidence to advocate for mental health awareness * Ability to spot signs of mental ill health * Skills to support positive wellbeing |
| For the delegates who complete and pass the course, an email will be generated by MHFA England asking for feedback on the course. We encourage all delegates to complete their feedback asap. Once completed, a further email is generated with a personalised e-certificate sent directly to the delegate, showing that they are now a Mental Health First Aid Champion. Watch the junk folder! |

# **What Happens Next?**

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| **Complete, Sign and Return the booking form** |
| Complete, Sign, and Return the booking form IMMEDIATELY, and return this with the ‘DELEGATES DETAILS’ document to **donna@esrasurrey.co.uk** AND **judycorney@mindingyourbusiness.org.uk**  The address you give on the ‘delegates details’ will be where the Manual pack is posted |
| **Invoice & Payment** |
| On receipt of the booking form, MYB will raise an invoice for £150 per delegate. MYB has a 30-day payment clause |
| **Prior to Training** |
| • Allow 10 days for delivery of the MHFA Manual/Workbook/Card which will be posted to the   address given on the DELEGATES DETAILS document  • An ‘Invite’ will be sent to the delegates directly advising the *Zoom* link and times for training |
| **Training Day** |
| • The *Zoom* meeting for training will open 15 minutes before the course start time. We highly   recommend that delegates join 5 to 10 minutes prior to the start, so that the course can start   promptly. Delegates should have already checked their tech (camera, speaker, microphone)  • At the beginning of the first live session, the Instructor will welcome the delegates and get them to  introduce themselves. This is an incredibly useful exercise for the Instructor to start to engage   with the group, gauge their mental health and learn a little about their personalities and how they  will all work together *Continued on page 3…*  • The Instructor will clearly explain what is expected of the delegates. It is important that all   delegates adhere to the instructions  • Delegates must attend both sessions for the full duration and show a good understanding of the   content to gain certification as a Mental Health First Aid Champion |
| **End of Training** |
| On passing the course, the Instructor will release an email from MHFA England to each delegate asking for feedback. We encourage delegates to complete this immediately and add their comments about the course. Feedback helps us to understand if we are continuing to run excellent courses and if we, the Instructor or MHFA England have areas to improve.  The delegate will need to respond to this email and having done this, another email will be automatically generated from MHFA England but this time it will be the delegates Champion e-certificate. |
| After Training |
| The MHFA England Champion certificate is valid for three years. From 2-3 years, there is the opportunity to take the MHFA Refresher course which is just 4-hours but will extend the validity of the Champion certificate by a further 3 years. |
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| **Continue to read the Booking Conditions  and COMPLETE pages 6 and 7** |

# **MYB TERMS AND CONDITIONS:**

**ESRA is a small charity dedicated to supporting individuals with mental health support needs to find and retain employment and improve their mental health. Minding Your Business is a wholly owned subsidiary of ESRA committed to providing Mental Health Training and removing the stigma of mental health in the UK. The rate of this course per person has been subsidised by MYB & ESRA**

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| **General** | • The person completing this form is ‘the client’  • ‘Delegates’ refers to the people attending the courses  • MYB accepts firm bookings on completion of this booking form  • By completing and submitting this booking form, the client agrees to the   dates, times and cost of the course booked. Payments must be received   within 30 days of receipt of invoice |
| **Payment** | Payment is required in advance of the course date, and the course place is not secured until payment has been received. In the case of invoicing a place of work, once a booking form has been completed, you are obligated to transfer the ESRA/Minding Your Business (MYB) invoice to your administrator/accounts and secure prompt payment. Payments by cheque will be dated at the time of clearing MYB’s account.  All invoices are payable without any discount or payment plans of any kind, unless otherwise agreed in writing. |
| **Usage** | By purchasing **ONLINE MHFA England CHAMPION training** you are acquiring delivery of training by a qualified instructor at agreed dates and times for a duration of approximately 8 hours which may be presented in two sections of up to 4-hours each on specific dates and at specific times. |
| **Registration & Invites** | You will need to supply us with a list of delegates, their individual email addresses, individual contact numbers and personal addresses where the manual/workbooks may be posted to. This will be done **no later than THREE WEEKS prior** to the first Live session. We would prefer these to be work-based email addresses if possible. |
| **Login** | The instructor will open up the login about 15 minutes before each of the two sessions.  All delegates will need to be logged into the training platform at least 10 minutes (no later than 5 minutes prior to session start time) before the Live Webinar session is due to commence.  The session will start promptly and login/waiting room will be closed once the session commences.  The session will terminate once the Instructor leaves the Live Webinar. |
| **System configuration** | It is the delegate’s responsibility to ensure their device (computer, laptop, notepad) works correctly with *Zoom*. |
| **Intellectual Property** | There is copyright for the content on this webinar owned by Mental Health First Aid England and possibly the individual presenters, and is included under a licence or agreement. |
| **Recording and Reproduction** | Live Webinars are to be viewed by the attending delegates of the registered organisation only. The content must not be recorded or reproduced nor should links to the webinar be made available by any means including email, social media or on websites.  We do not allow recording to ensure that confidentiality is maintained and so that sensitive, personal and private information can be exchanged in a safe environment. |
| **Confidentiality** | The Instructor will establish ground rules during the session including requesting that all delegates honour and respect confidentiality and subscribe to non-disclosure of person specific information. |
| **Learning Outcomes** | ESRA/MYB is not liable for the detailed content of any live webinar, the quality of presentation or if learning outcomes do not precisely meet the expectations of individual delegates.  We will however, undertake to deliver a webinar in line with the established general course objectives and to adapt and respond to the needs of delegates as far as is reasonably practical. |
| **Links from the webinar** | Webinars may contain links to websites and other resource materials over which ESRA/MYB has no control - we cannot guarantee the ongoing accuracy or currency of information contained on those resources as we are not liable for their ongoing existence or content. |
| **Problems** | In the event of unresolvable technical problems or in the case of the illness of an instructor MYB will arrange to reschedule the Training at a mutually suitable time. |
| **Feedback** | We encourage and welcome feedback on all of our training and on individual Instructors. The Instructor will release a feedback form to every delegate on completion of the course and we ask that you complete this immediately. |
| **CANCELLATIONS** | - MYB reserves the right to cancel or postpone the course at short notice. In the unlikely event of MYB cancelling, the client will be offered an alternative date or a full refund. MYB cannot be held liable for any costs the client may incur in arranging travel and/or accommodation in relation to the course, should the course be cancelled or postponed.  - In the event of the client wishing to cancel the booking, they are subject to the following charges plus any costs already incurred by MYB (e.g. Instructor travel and accommodation costs):  100% course fee if the client cancels 0 to 13 calendar days prior to commencement of the course  50% course fee if the client cancels 14 to 29 calendar days prior to commencement of the course  Full refund if the client cancels 30 or more calendar days prior to commencement of the course.  - In the case of costs being incurred by MYB and retained at the point of cancellation, MYB will produce copies of any documentation and receipts and make them available to the client  - Cancellations must be received in writing (including email) and MYB will accept the cancellation based on the date it is received in writing |

# **Company Contact and Payment Details (097)**

**Please complete ALL details on pages 6 &7**

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| **Your (Company) Booking CONTACT Details:** | |
| Booking Contact Name: |  |
| Job Title: |  |
| Full Company Name: |  |
| Company Address: |  |
| Email: |  |
| Direct/Mobile Telephone: |  |

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| **Your (Company) PAYMENT Details for invoicing:** | |
| Contact Name / Department: |  |
| Finance Payment Email Address (to send invoices): |  |
| Finance Address (to be shown on invoice but not posted): |  |
| **PURCHASE ORDER NUMBER:** |  |
| Should additional forms need to be completed prior to payment, kindly ensure that these are sent to us immediately **info@mindingyourbusiness.org.uk** & **donna@esrasurrey.co.uk** | |

## **ESRA Limited / MYB Bank Payment Details:**

Company: **ESRA Limited**

Sort Code: **30-94-38**

Account: **01068518**

BIC: LOYDGB21042 IBAN: GB45 LOYD 3094 3801 0685 18

Amount Due: **£150.00 per delegate** Ref: **MYB21-097**

**NOTE: The Delegate details should be added to the separate ‘Delegate Details’ document. This should be returned to MYB/ESRA**

## **TERMS AND CONDITIONS AGREEMENT & SIGNATURE:**

Having read and complete all the details on pages 1, 2, 3, 4, 5, 6 tick and/or sign below. This shows that you agree to all the terms and conditions.

🗆 I have read and accept the Terms and Conditions of this booking as outlined on pages 1 to 6 of this form.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Contact Us**

If you have any questions at all at any stage, please do not hesitate to contact us!

Judy Corney [**judycorney@mindingyourbusiness.org.uk**](mailto:judycorney@mindingyourbusiness.org.uk)Donna Barrington-Smith [**donna@esrasurrey.co.uk**](mailto:donna@esrasurrey.co.uk)Telephone: **01737 772 126**

**ESRA Limited & MYB, 1-3 Linkfield Corner, Redhill, Surrey RH1 1BL**Registered Company number 1512263. ESRA Charity number 281004

## **Other Courses organised by Minding Your Business (MYB)**

* Pre-recorded webinar, ‘**You and Your Mental Health**’ – 65 minutes. Full licence to share with all colleagues   
  **https://vimeo.com/mindingyourbusiness/yourmentalhealthpromo**
* ‘**Coping with Adversity in Uncertain Times**’ - Online interactive webinar run by Business Psychologist and Mental Health Instructor, Sarah Ambrose. A 90-minutes to 2-hour course aimed at Line Managers, discussing the impact of adversity on our mental health, understanding stress, depression and anxiety, and how to spot signs of worsening mental health. Also, how to have effective conversations with staff and colleagues, and self- car including boundary management
* **MHFA England First Aider course** – Two Days (in-person) or Online training in four sessions combining self-learning and trainer led segments (time scale is dependent on training days selected). Delegates become Mental Health First Aiders on completion of the course
* **MHFA England Adult Awareness course** – 4-hour training either Online or In-Person. An introduction to mental health and recognizing some of the more common illnesses and symptoms
* **Suicide Awareness** and **Suicide First Aid**
* **Bespoke courses** exploring various aspects of mental ill health and supporting it