

CAMPAIGN GUIDE

HOW TO HELP A TEAMMATE IN DISTRESS
AVAILABLE THROUGH EMLEARNING

we help people get their lives back

STEP 1: REGISTER FOR EMLEARNING

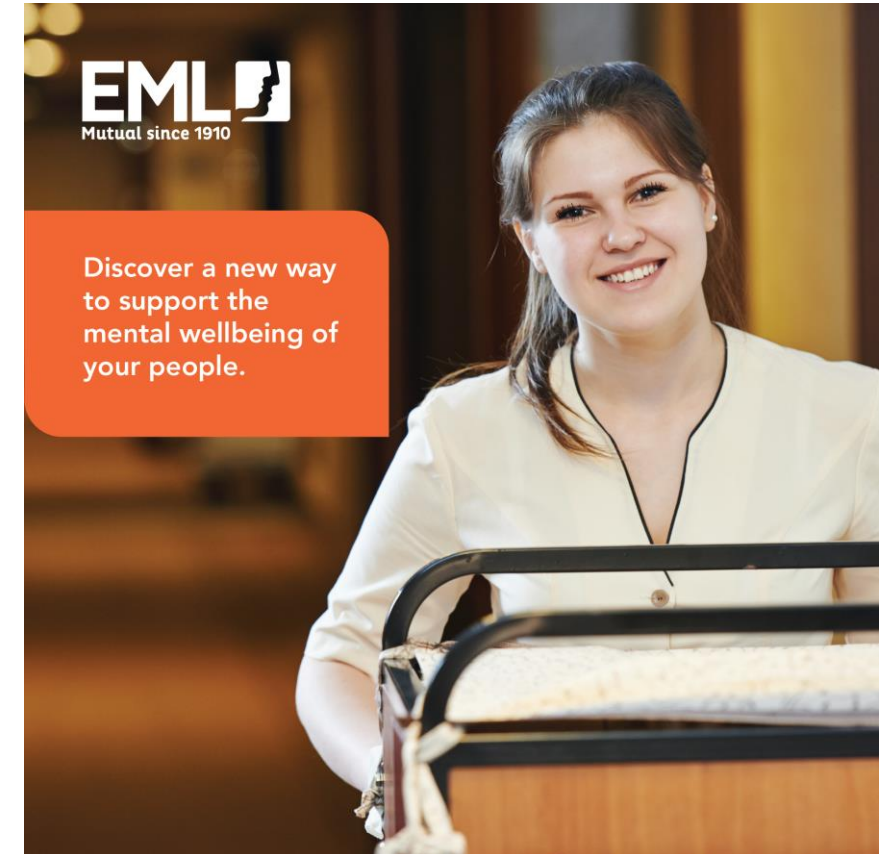
GETTING EMLEARNING SET UP IN YOUR BUSINESS



How to Help a Teammate in Distress is one of the many online [courses](#) freely available to EML customers through our learning platform [EMlearning](#).

The benefits of EMlearning include:

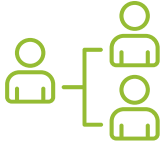
- **Free training for all your employees**
- **Online** – convenient and self-directed
- **Quality** - courses are consistently rated 4.6/5
- **Relevant** – easy way to meet our WHS compliance requirements
- **Industry leading** – developed by subject matter experts
- **Time efficient** – short and interactive online format
- **Variety** – over 20 topics ranging from workplace health and safety to workers compensation scheme essentials to mental health in the workplace.
- **Flexible** – integrates seamlessly with your existing Learning Management System (if your business has one).



To register for EMlearning fill out your details via this registration form [HERE](#).

STEP 2: ASSIGN AN EMLEARNING ADMINISTRATOR

GETTING EMLEARNING SET UP IN YOUR BUSINESS



When you register your business for EMlearning, remember to make sure you nominate either yourself or the relevant member of your organisation to be an **administrator**.

The EMlearning administrator will manage the training program on behalf of your business.

Visit the [EMlearning administrator resources page](#) to access training and support resources including:

- frequently asked questions
- step by step guides and videos
- training brochure.

For assistance with bulk registrations, assigning courses or accessing courses through your own LMS, please reach out to [Mutual Benefits](#).

Help your people get the most out of EMlearning

EMlearning administrators play a vital role in registering employees, assigning training and reporting on course completions.

We want you and your employees, supervisors and managers to get the most out of this service and in response to your feedback, we have developed the following tools and resources to help you get the most out of this offer for your business.

Administrator step by step guides

Watch the video and download the guide below to see the steps in **creating employee accounts** on EMlearning.



Compensation Essentials Online Training

1 of 2 articles

Keep your people safe and healthy at work

Our 2022 Employer Training Program is now available and includes an exciting range of face-to-face and virtual courses designed to increase understanding of workers compensation legislation, minimise health and safety risks and support outstanding return to work outcomes.

[REGISTER NOW](#)

To register for EMlearning fill out your details via this registration form [HERE](#).

STEP 3: CAMPAIGN CHECKLIST

HOW TO HELP A TEAMMATE IN DISTRESS - ONLINE TRAINING FOR EMPLOYEES



WHO

Identify **who** in your organisation would benefit from the training provided.

Gain **endorsement from your leadership** to implement and promote training.



WHAT

Choose the most appropriate **communication channels** to communicate the details of the course (eg presentations, email, intranet).



HOW

Register employees for EMlearning and **assign courses** the them.

Access reporting information and provide this to relevant managers and employees.



WHEN

Email individual employees remembering to clearly outline:

- **why** they have been selected
- **what** the benefits are
- **when** it should be completed
- **how** to access the course
- **where** to go for more information.

STEP 4: CREATE INTEREST

EXAMPLE NEWS ARTICLE – COPY PASTE TEXT AND GRAPHIC



According to the [Black Dog Institute](#) one in five of us will experience symptoms of mental illness in any given year.

We are committed to creating a safe and mentally well workplace and with this in mind, we are rolling out a new training program across our business.

This week you will be receiving an email regarding **How to Help a Teammate in Distress**; an online course we are making available to all employees through [EMlearning](#).

This engaging program has been designed to guide us on how to **identify and provide support to** teammates who may be experiencing mental distress.

If you would like more information regarding this training, please contact [*insert appropriate contact*].

In the meantime, if you require assistance, please [*insert appropriate information eg speak with your direct manager, access EAP for a confidential discussion*].



HOW TO
HELP A
TEAMMATE
IN DISTRESS



STEP 5: LAUNCH EMAIL

COPY AND PASTE TO USE

Good [*morning/afternoon*]

I'm excited to share with you that we have been given access to [EMlearning](#) which is EML's online training platform.

This week you will receive a welcome email to confirm your EMlearning account. Please take a moment to log in and change your password. After that, you will start receiving emails to let you know when you have been enrolled in a course and how long you have until you need to complete it.

Supporting mental health and wellbeing at work

As part of our ongoing commitment to maintaining a safe and mentally healthy workplace, you have been selected to complete **How to Help a Teammate in Distress**. This e-learning course is designed to train both team members and leaders to identify and provide support to colleagues who may be experiencing mental distress.

You will shortly be receiving a confirmation email asking you to login to EMlearning and complete this course.

In the meantime, if you would like to access more information regarding workplace mental health, you can visit EML's [mental health resources collection](#).

If you have any questions or would like to complete [more courses](#) through EMlearning, please don't hesitate to reach out.

Kind regards,
[*name*]