The toolkit offers ideas, tools and resources to help companies and organizations take action to support employee mental health and people facing mental health issues.

The Not Myself Today Approach

Each and every person has a role to play in building a mentally healthy workplace. Not Myself Today equips senior leaders, human resources and occupational health & safety managers, front-line managers and employees with information, engagement activities, tools and resources towards this goal.

Key Highlights

For 2016, the toolkit reflects key research findings from both quantitative and qualitative research. Some highlights include:

- Tools and resources to support planning and kickoff events and activities
- Proven ways to drive employee engagement organized by desired outcomes
- An offering of both face-to-face and digital tools to maximize participation/engagement
- A manager digital mini-toolkit to ease implementation
- Awareness-building materials that get attention and generate strong interest among the workforce

The toolkit is structured to help companies achieve desired outcomes.

The toolkit is structured to help companies in achieving several outcomes:

1. Better understanding of one’s own mental health
2. Reducing stigma
3. Fostering a safe, open and supportive workplace environment

To make it easier for companies and organizations to plan, implement and evaluate Not Myself Today, the toolkit is organized based on user experience and the major activities that many do as part of their campaign efforts.

ACT NOW.

Join the movement to build mentally healthy workplaces.
1. PLANNING

Purpose: to support planning of the Not Myself Today initiative as part of the overall strategy.

Tools and resources include:
- A quick start guide
- Key messages
- Best practices/tips for success
- 1:1 orientation meeting
- A recorded webinar

2. KICKOFF

Purpose: to generate awareness and interest among employees and to support and enable senior leadership involvement in kickoff events and activities.

Tools and resources include:
- Powerpoint presentation
- Short videos
- Key messages
- Sample communication for the senior leader (e.g. CEO) to send to employees
- Kickoff event poster (digital for co-branding opportunity) and web banner

3. ENGAGEMENT

Purpose: to actively engage managers and employees with hands-on activities, tools and learning opportunities organized by key outcome.

NEW FOR 2016! We will be providing a manager digital mini-toolkit that offers additional guidance and support to anyone within the organization that manages people, and includes:
- Backgrounder & key messages
- Powerpoint presentation[s]
- Quick start guide specific to managers
- Sample communication for manager to send to employees
- Resource sheets

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The engagement activities, supporting materials, tools/resources and ongoing learning will be organized by outcome as follows:

<table>
<thead>
<tr>
<th>KEY OUTCOME</th>
<th>ENGAGEMENT ACTIVITIES</th>
<th>SUPPORTING MATERIALS FOR ENGAGEMENT ACTIVITIES</th>
<th>TOOLS &amp; RESOURCES</th>
<th>ONGOING LEARNING WITH RECORDED WEBINARS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>To better understand mental health and what contributes to it</td>
<td>• What’s Your Mental Health IQ?</td>
<td>• What’s your Mental Health IQ (digital and powerpoint)</td>
<td>• Taking care of mental health resource sheet</td>
<td>• Stress-less</td>
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<tr>
<td></td>
<td>• Not Feeling Like Yourself Today?</td>
<td>• Mood buttons or stickers (physical) – 26 moods</td>
<td>• Stress management resource sheet</td>
<td>• Building resilience</td>
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<td></td>
<td></td>
<td>• Customizable mood stickers (digital)</td>
<td>• What’s Your Stress Level? online tool</td>
<td>• 5 ways to mental well-being</td>
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<tr>
<td>To better understand mental health issues and illness and to help reduce stigma</td>
<td>• Busting the Myths</td>
<td>• Busting the Myths (digital and powerpoint)</td>
<td>• Short videos of people with lived experience</td>
<td>• Understanding mental illness</td>
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<tr>
<td></td>
<td>• Conversation Starters</td>
<td>• Conversation starter cards (physical cards and powerpoint)</td>
<td>• Where to go for help resource sheet</td>
<td>• Stigma and how to stop it</td>
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<tr>
<td>To foster an open, safe and mentally healthy work environment</td>
<td>• Positivity @ Work</td>
<td>• IOU’s (physical note pads and digital)</td>
<td>• Language Dos and Don’ts resource sheet</td>
<td>• Supporting yourself/a colleague</td>
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<td></td>
<td>• NMT Day</td>
<td>• Thank you cards (digital)</td>
<td>• Caregiver resource sheet</td>
<td>• Parenting through the storm</td>
</tr>
</tbody>
</table>

*Topics for recorded webinars may change depending on expert availability.
What’s Your Mental Health IQ?
This activity builds people’s knowledge and understanding of mental health in a fun and engaging way. For 2016, individuals will be able to engage with new content using an interactive online tool or this activity can be done together as a group.

Not Feeling Like Yourself Today?
This activity, often used as an icebreaker, has employees selecting a mood button/sticker and engaging in discussion about mental health and mental illness in the workplace and prompts learning of resources available.

Busting the Myths
This activity, which has new content for 2016, gets employees talking and learning more about the most common misperceptions and facts about mental illness and helps to tackle stigma.

Conversation Starters
This activity provides 10-15 cards with each individual card presenting a common situation or challenge that one may face at work in regards to workplace mental health. The cards prompt discussion and learning with information, tips and resources for providing a supportive and effective response.

Positivity @ Work
This activity utilizes evidence based approaches in positive psychology that can help enhance a person’s level of well-being and foster a more supportive work environment. It includes customized I.O.U. and thank you cards, along with the ‘3 good things’ challenge.

NMT Day
This activity offers ideas and ways to shine a spotlight on the issue and to garner commitment and support in creating a mentally healthy work environment on a focused day. Although still in development, it will prompt engagement/participation and will offer an optional fundraising component.
ACT NOW.
Join the movement to build mentally healthy workplaces.