

22 May 2007

Dear Colleague

**Re: Training on how to create a Healthy Workplace**

I have recently taken up the position of Health Promoting Workplaces Coordinator at the Health Promotion Agency (HPA) and am writing to inform you of this upcoming training event.

Under the *Working for Health Strategy* the HPA have developed a training course to equip participants with the skills and knowledge to advise and support organisations to become healthy workplaces, or to implement a programme of development within their own organisation. The training materials have been developed from:

- *Work Well* - a regional pilot initiative that developed a healthy workplace model for businesses in Northern Ireland, and
- A training needs analysis with disciplines including health promotion, health and safety, occupational health and environmental health.

The materials and training programme have been piloted to great success with positive evaluation outcomes. Due to demand we are now in a position to offer this training to a wider audience.

The *Creating Healthy Workplaces* training programme consists of two 2-day modules, details of which are enclosed. The training will take place in The Millennium Community Outreach Centre, Belfast, on 7, 8, 20 & 21 June 2007 (for those with a health and safety background half a day is optional). The course costs £75 per participant.

The training covers how to develop a comprehensive healthy workplace programme including needs assessment and action planning and a variety of workplace health issues, for example, health promotion, stress at work, bullying and harassment, sickness absence and return to work. Participants are not expected to become fully competent in all these areas but rather have an overview of what an organisation's Healthy Workplace programme should look like so that they can identify gaps and understand the key principles of addressing these gaps.

A healthy workplace or health promoting workplace looks at doing the following:

1. Developing management practices and policies, which support health and promote a positive working environment;
2. Providing opportunities and activities to promote health and wellbeing;
3. Implementing improvements to the workplace which protect the safety and health of employees.

Booking forms are available to download or submit online at [www.healthpromotionagency.org.uk](http://www.healthpromotionagency.org.uk) or to register your interest in availing of this opportunity please contact Claire Hind, Events Coordinator at the HPA, as soon as possible: tel: 028 9031 1611 or email [c.hind@hpa.org.uk](mailto:c.hind@hpa.org.uk).

I look forward to hearing from you soon

Yours sincerely

Sarah Reid  
Health Promoting Workplaces Coordinator