GENERAL EMPLOYEE DEVELOPMENT • 2-DAY INTERACTIVE WORKSHOP

Workplace Mental Health Awareness & Personal Well-Being

Building Resilience, Managing Burnout, and Fostering Mutual Support in the Workplace

Lead Instructor: Dr. Ir. Amelia Naim Indrajaya, MBA

1. DESCRIPTION / INTRODUCTION

Mental health is an integral component of overall well-being and daily effectiveness, both at work and in personal life. In modern fast-paced work environments, employees frequently navigate high workloads, tight deadlines, shifting priorities, and personal life stressors. Without effective coping mechanisms and supportive workplace dynamics, chronic stress can quickly escalate into burnout, anxiety, and physical exhaustion.

This **2-Day Interactive Workshop on Workplace Mental Health Awareness & Personal Well-Being** is designed for employees across all departments and organizational levels. The course provides practical, accessible tools to help individuals understand their own emotional health, identify early warning signs of stress, build personal resilience, practice effective self-care, and support colleagues with empathy and compassion in a stigma-free workplace environment.

2. WHAT YOU WILL LEARN

By completing this 2-day interactive workshop, participants will be able to:

- **Mental Health Literacy:** Understand the mental health continuum, debunks common myths, and dismantle workplace stigma.
- **Self-Awareness & Stress Recognition:** Identify early physical, emotional, and behavioral warning signs of chronic stress and burnout.
- **Practical Coping Strategies:** Master evidence-based self-care techniques, mindfulness practices, and cognitive reframing for daily stress management.
- **Work-Life Harmony & Boundaries:** Establish healthy professional boundaries, manage digital overload, and communicate workload limits constructively.
- **Peer Support & Peer Empathy:** Conduct respectful, empathetic wellness check-ins with colleagues and recognize when a peer needs assistance.
- **Resource Navigation:** Access and utilize internal company support programs (EAP, counseling benefits) and professional external resources.

3. COURSE OUTLINE

Schedule	Modules & Key Learning Focus
Day 1: Morning (09:00 - 12:00) Understanding Mental Health	**Module 1: Foundations of Mental Health & Workplace Stress** emystifying mental health: The continuum from thriving to struggling • Breaking the stigma: Normalizing conversations about emotional well-being at work • The physiology of stress: How the mind and body react to workplace pressure
Day 1: Afternoon (13:00 - 17:00) Personal Toolkit	**Module 2: Building Personal Resilience & Burnout Prevention** • Recognizing the 5 stages of burnout and identifying personal stress triggers • The Self-Care Matrix: Developing physical, mental, and emotional recovery habits

Schedule	Modules & Key Learning Focus
	• Practical exercises: Grounding techniques, breathing routines, and reframing negative thinking. Mindfulness Exercise: Relaxation and Alpha Positive Affirmation.
Day 2: Morning (09:00 - 12:00) Boundaries & Communication	**Module 3: Healthy Boundaries, Time & Digital Wellness** • Setting healthy workplace boundaries without compromising productivity or professionalism • Managing fatigue: Spiritual Emotional Freedom Techniques. • Assertive communication: Expressing workload concerns and seeking support from leaders
Day 2: Afternoon (13:00 - 17:00) Peer Support & Resources	**Module 4: Peer Support, Empathy & Utilizing Resources** • How to be a supportive teammate: Active listening and asking "Are you okay?" effectively • Knowing your limits: Offering support vs. acting as a counselor • Navigating help: Understanding EAP, company wellness benefits, and external professional support

4. METHODOLOGY

Safe, Experiential & Actionable Learning:
This workshop creates a psychologically safe, engaging environment for reflection and practical skill-building:

• **Self-Assessment Audits:** Guided personal stress reflection and burnout self-checklists.
• **Interactive Group Discussions:** Small-group sharing on everyday workplace challenges and boundary setting.
• **Mindfulness & Stress-Relief Labs:** Hands-on practice of 5-minute desk exercises, grounding techniques, and focus routines.
• **Personal Well-Being Action Plan:** Every participant leaves with a personalized self-care and resilience toolkit.

5. WHO SHOULD ATTEND

This course is open to all employees across any department, function, or experience level who want to improve their mental well-being and support their peers, including:

- **Individual Contributors & Specialists** seeking practical tools to manage workload pressure and personal stress.
- **Frontline & Operational Staff** balancing high-volume tasks, shifts, or client-facing demands.
- **New Hires & Early-Career Professionals** building healthy long-term work habits and stress resilience.
- **Cross-Functional Team Members** wishing to foster a more compassionate, collaborative, and inclusive team culture.

6. ABOUT INSTRUCTOR

Dr. Ir. Amelia Naim Indrajaya, MA

Spirit at Work Expert

Employee Well-Being **Resilience Coaching** **Burnout Prevention** **Workplace Mental Health**

Amelia is an academic, researcher, and holistic well-being practitioner who bridges the gap between strategic management and mental health. Currently serving as the Director of Research, Community Development, and SDG Center at IPMI International Business School, her work centers on Spirit at Work to build resilient organizations and prevent professional burnout. As an active member of the Academy of Management's spirituality network, Amelia integrates positive affirmations, Alpha Zone relaxation, and Spiritual Emotional Freedom Techniques (SEFT) to empower individuals and organizations toward sustainable mental well-being.

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