

Atma CPD provides training and support to organisations, businesses and charities on a wide range of mental health and personal development topics. Atma CPD is different – our principles are experts in mental health, counselling and coaching, as well as having significant senior level experience in public, private and third sector organisations.

Mental health issues cost the UK economy £34.9 billion through sick leave, reduced productivity and replacing staff. By equipping managers with the tools to better support staff and giving staff the tools to appropriately support themselves you are contributing to reducing sickness absence across your workforce, increasing productivity levels, saving money and securing a workplace that values its employees.

We have delivered training and coaching to:































### What our delegates have to say about us

"I learned so much the training was excellent thank you"

"The training was a nice mix of interactive tasks and ideas to use in practice"

Thank you for all your hard work"

"The workshop was very useful loved it"

#### About us

### Edwina Hawkridge BA, Dip Couns, MBACP

Edwina is a qualified and experienced counsellor and trainer with a background in the police and public sector.

### **Principal Qualifications**

- Diploma in Therapeutic Counselling (Counselling and Psychotherapy Central Awarding Body)
- Master Practitioner Diploma in Eating Disorders, Obesity and Weight Management (National Centre for Eating Disorders)
- Certificate in Counselling Studies (Counselling and Psychotherapy Central Awarding Body)
- BA (Hons) Sociology and Criminology.

### Kay Hoggett BSc, PGDip, Dip Couns, MBACP, MAC

Kay is a qualified and experienced Counsellor, coach and trainer with a background in the corporate sector and management consultancy.

### **Principal Qualifications**

- Diploma in Therapeutic Counselling (Counselling and Psychotherapy Central Awarding Body)
- Post graduate Diploma in Coaching (University of East London, Psychology Department)
- NLP Practitioner Diploma (certified by John Grinder, NLP co-founder)
- Certificate in Counselling Skills (Counselling and Psychotherapy Central Awarding Body)
- Master Practitioner Diploma in Eating Disorders and Obesity (National Centre for Eating Disorders).

Awareness in Mental Health for Managers			Awareness in Mental Health for Employees		
Full Day Course (6 hours)	Half Day Course (3 hours)		Full Day Course (6 hours)	Half Day Course (3 hours)	
Risk Factors & Warning Signs of ill Mental health such as anxiety depression, OCD and addiction	Risk Factors & Warning Signs of ill Mental health such as anxiety depression, OCD and addiction		Risk Factors & Warning Signs of ill Mental health such as anxiety depression, OCD and addiction	Risk Factors & Warning Signs of ill Mental health such as anxiety depression, OCD and addiction	
How to recognise ill mental health in your team	How to recognise ill mental health in your team		How to recognise ill mental health in your self	Strategies for boosting resilience	
Strategies for boosting your own and your team's resilience	Strategies for boosting your own and your team's resilience		Strategies for boosting your own and your team's resilience	How to prevent and manage ill mental health	
How to prevent and manage ill mental health	How to prevent and manage ill mental health		How to prevent and manage ill mental health	Identifying when extra support is needed for you and team members and where to signpost to	
Identifying when extra support is needed for you and team members and where to signpost to	Identifying when extra support is needed for you and team members and where to signpost to		Identifying when extra support is needed for you and team members and where to signpost to		
How to create a mental health action plan			How to create a mental health action plan		
How to facilitate a therapeutic meeting			How to facilitate a therapeutic meeting		
Resources pack and safeguarding checklist	-		Resources pack and safeguarding checklist		
CPD certificate			CPD certificate		

### **Mental Health Training**

Stress Management Training		Building Resilience Training	
Full Day Course (6 hours)	Half Day Course (3 hours)	Full Day Course (6 hours)	Half Day Course (3 hours)
How to recognise stress in yourself and others including physical and mental signs and symptoms	How to recognise stress in yourself and others including physical and mental signs and symptoms	What is resilience	What is resilience
Physical and mental warning signs and symptoms	Physical and mental warning signs and symptoms	How to identify if resilience is low	How to identify if resilience is low
Modern day stresses & your stress bucket	Modern day stresses & your stress bucket	How to avoid feeling overwhelmed	How to avoid feeling overwhelmed
Strategies for managing work-related stress	Strategies for managing work- related stress	Building Resilience and bouncing back	Building Resilience and bouncing back
Strategies for managing personal stress	Strategies for managing personal stress	How to keep adding to your resilience pot	
Nutritional guidance on food and how it impacts productivity, mood and energy levels		Mindfulness and NLP techniques	
Self-care, what it is and its role in stress management		Resources pack	
Resources pack		CPD certificate	
CPD certificate			

# Stress Management & Building Resilience Training

Food & Mood & Boosting Productivity				
Full Day Course (6 hours)	Half Day Course (3 hours)			
Exploring Mental Health & Nutrition	Exploring Mental Health & Nutrition			
How to tune into your natural energy	Better understanding of good nutrition			
Better understanding of good nutrition	How to boost productivity through food choices			
How to boost productivity through food choices	Food - myth busting and forgetting fads			
Boosting your mood and avoiding toxic environments				
How what we eat affects the body				
Food - myth busting and forgetting fads				
Resource Pack				
Planning Checklist				
CPD certificate				

# Food, Mood & Boosting Productivity Training

# Training for Managers

Active Listening		
Full Day Course (6 hours)	Half Day Course (3 hours)	Full Day C
		Understanding
What is Active Listening	What is Active Listening	psychological p
		How to utilise
Why is it important	Why is it important	strengths
Key things to be aware of	Key things to be aware of	How this can h
How to pay attention to body	How to pay attention to body	
language	language	Dealing with p
		How to reflect
How unconscious bias can creep in		of relating
How to obtain the information you		
need without being directive		Assertiveness
Active listening skills practice		Resources Pac
Resources pack	4	CPD certificate
CPD certificate		

Managing People Effectively				
Full Day Course (6 hours)	Half Day Course (3 hours)			
Understanding your team's psychological processes	Understanding your team's psychological processes			
How to utilise each team members strengths	How to utilise each team members strengths			
How this can help you succeed	Dealing with personality clashes			
Dealing with personality clashes				
How to reflect on your own pattern of relating				
Assertiveness Skills				
Resources Pack				
CPD certificate				

### **Training Prices**

All training is bespoke and can be adapted to meet your organisations needs. Training is normally a mixture of taught learning, experiential learning and group work.

Half day course is £400 for 8 delegates to attend. Additional delegates charged at £40 per person up to a maximum capacity of 20 people.

Full day course is £750 for 8 delegates to attend. Additional delegates charged at £75 per person up to a maximum capacity of 20 people.

Discounts are available for multiple bookings paid in advanced.

### **One to One Coaching Packages**

Coaching is a highly effective way to support your people in their personal development. It builds self awareness and supports your people to:

- Improve performance and productivity
- Develop and enhance leadership and teamwork capability
- Increase confidence and self-esteem
- Sharpen focus and strengthen motivation
- Navigate complex decision making
- Reduce stress and anxiety
- Improve professional relationships
- Change unhelpful attitudes and habits

Six 90-minute sessions of coaching (suitable for one person) is priced at £900

#### **Contact us**

If you would like any further information or are interested in booking an Atma CPD course for your business get in touch to request a booking form.

Email: info@edwinahawkridgecounselling.com

Telephone: 07784 105769.