

Summary Memo Templates

For use in internal communications, parent newsletters, etc.

Summary Memo #1: Mental Health at Work Mini-Lesson #1 – Work & Mental Health

This month, school staff had the opportunity to participate in its first “Mental Health at Work Mini-Lesson”, a new tool from Care for All in Education (a program supported by CMHA-Manitoba and Winnipeg) focused on increasing conversations about mental health and workplace psychological health and safety in schools.

Over the 2024-2025 school year, staff will have the opportunity to engage in up to 8 Mini-Lessons. The goal of these Mini-Lessons is to provide school staff with opportunities to learn about mental health information and resources, and to connect with other staff. Ultimately, the hope is that these Mini-Lessons will help enhance school staff well-being, connectedness, job commitment, and engagement – which is beneficial for everyone (staff, students, and the school alike!).

This first Mini-Lesson focused on defining mental health using the Mental Health Continuum Model, exploring how work can impact our mental health, and sharing practical strategies for well-being at work.

Summary Memo #2: Mental Health at Work Mini-Lesson #2 – Finding Support

This month, school staff continued to have the opportunity to participate in a “Mental Health at Work Mini-Lesson”, a tool from Care for All in Education (a program supported by CMHA-Manitoba and Winnipeg). The Mini-Lessons are intended to help enhance school staff well-being, connectedness, job commitment, and engagement.

The second Mini-Lesson this year, this conversation focused on when and where to reach out for support for one’s mental health, and what resources are available through the workplace.

Summary Memo #3: Mental Health at Work Mini-Lesson #3 – The Value of Connection

This month, staff throughout the school continued to have the opportunity to participate in a “Mental Health at Work Mini-Lesson”, a tool from Care for All in Education (a program supported by CMHA-Manitoba and Winnipeg). The Mini-Lessons are intended to help enhance school staff well-being, connectedness, job commitment, and engagement.

The third Mini-Lesson, this conversation focused on exploring the value of connection, types of social support, and strategies to boost social connection in- and out-side of work.

Summary Memo #4: Mental Health at Work Mini-Lesson #4 – Recognition at Work

This month, staff throughout the school continued to have the opportunity to participate in a “Mental Health at Work Mini-Lesson”, a tool from Care for All in Education (a program supported by CMHA-Manitoba and Winnipeg). The Mini-Lessons are intended to help enhance school staff well-being, connectedness, job commitment, and engagement.

The fourth Mini-Lesson this year, this conversation explored the benefits of feeling recognized at work, and strategies to develop a culture of recognition throughout the school.