



SkillBaseTM
First Aid

**Becoming a
Fundamental
Wellbeing Instructor**

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Part One - Your Journey

Welcome to our guide giving you all the information you need to become a Fundamental Wellbeing Instructor (FWI), we are excited to tell you all about our much-loved training programme!

First things first...

Why did we create the 'Fundamental Wellbeing' suite of courses?

The demand for mental health training is increasing as many organisations move towards creating a wellbeing strategy that allows them to focus on their people. More and more organisations are curious about what mental health is and more importantly how they can support people who experience mental ill-health. The statistics show us that 25% of people will experience a mental health problem each year which highlights the importance of increasing our education and awareness around the subject.

Over the last 2 years, in collaboration with a number of mental health professionals, therapists, trainers and wellbeing specialists, SkillBase are proud to have produced the 'Fundamental Wellbeing' suite of courses.

Along with our passion for the parity of esteem between physical and mental health, we also created the courses:

- As a response to requests and demands from current customers and partners
- As a focus on confidence and not just competence within mental health training
- To have training that was in line with our current SkillBase products
- To help organisations fulfil their wellbeing strategy
- To help more people across the UK access good quality, engaging, and informative mental health training that doesn't put any barriers to helping children too.

What are the suite of courses?

- Fundamental Wellbeing Essentials - 2.5 hours
- Fundamental Wellbeing Foundations - 4 hours
- Fundamental Wellbeing Supporter - 1 day
- Fundamental Wellbeing First Aid - 2 days

Once you have been signed off at the end of your training programme, you will be qualified to deliver all of the courses above, both online and face-to-face.

How does the FWI training actually work?

The Instructor course is designed to be delivered across 5 days live online with your trainer.

Days One & Two:

To be able to teach the course, you need to take the course! The first two days of the instructor course will take you through the 'Fundamental Wellbeing First Aid' (2 day) course. You will experience the course content first-hand, how it runs, and most importantly gain an understanding of how to manage and empower a delegate's learning journey. You will experience this course with real-life delegates and for this part of the journey, we really want you to experience the 2 day course as a delegate. This will help develop your understanding and empathy for what the course feels like as a delegate. With all your new knowledge from these two days, you will then begin your journey on how to teach, with confidence.

Day Three:

Day 3 will cover the principles of teaching the course. You will get an overview of how the course helps people to learn about mental health, and with facilitation training, how you can manage your group's learning. We will give you the confidence to teach delegates the importance of empathy and increase both yours and your delegate's skills and knowledge around mental health and wellbeing. We will cover terminology, and training styles to prepare you for delivering a section of the course to your fellow instructors on days 4&5.

Days Four & Five:

On days 4&5, with full support and guidance, you will have the opportunity to deliver a pre-prepared section assigned to you from the 'Fundamental Wellbeing First Aid' course, as the practice part of the training. During these days you will gain feedback on your training, and understand how to bring your own skills and training styles to the course with confidence!

What happens after the 5 days training?

Upon completion of your Instructor training you will enter the sign-off phase of the programme.

Partnership Delivery

Along with a fellow trainee instructor, you will arrange to deliver your own live 'Fundamental Wellbeing First Aid' 2 day course. As there will be two of you, to complete a full course each you will deliver a total of 2 courses together.

Coaching Reflection

Between the 2 courses, you will attend a one-on-one coaching session with one of our Master Instructors. This will be a reflective session using your feedback with the purpose of preparing you for your second delivery and increasing your confidence further. It is also an opportunity to celebrate your achievements so far.

Submission for Full License

Once both courses and your coaching session have been completed you will submit for your full license and ensuring all sections of the course have been completed, become part of the SkillBase Trainer Network community, and be licenced to provide the full suite of Fundamental Wellbeing courses!

Annual Recharge Days

There will also be an annual 'recharge' day where you come together online with your community of Fundamental Wellbeing Instructors to connect, upskill, update and recharge. This day is inclusive of your licence and no extra charges apply.

On-going Support

As part of the Fundamental Wellbeing Instructor Network, you will have access to our team for on-going support. More on this later in the guide!

Do I need an existing qualification to become a FWI?

The short answer is no!

If you have come this far in enquiring about becoming an instructor, you already know it will involve managing, teaching, and inspiring a group of people.

We are all about teaching confidence and supporting you on your journey so we feel strongly about not limiting the training programme to those with extensive CV's...

Essentials

- A genuine interest in all things mental health and wellbeing!
- A passion to teach, inspire and share engaging content
- To be friendly, open and understanding
- Excellent communication skills
- Computer literate
- Eagerness to learn

Desirables (but not expected)

- Teaching qualification
- Training experience
- Facilitation experience
- Experience of mental health topics
- Further education such as a degree or masters

Part Two - The Fundamentals

Evidence-based research, compliance, guidelines and research (stay with us)...

One of the most time-consuming things is writing a factual, well-researched, engaging and compliant course, which is why it's one of the best reasons to become a Fundamental Wellbeing Instructor - as we have already done all this for you!

For those that want a bit of background information as to where the course has come from and how we created it, we will be looking at the nitty-gritty of the Fundamentals!

Following the HSE Guidelines

The Health and Safety Executive (HSE) is Britain's national regulator for workplace health and safety. It prevents work-related death, injury and ill health. Included within this is the 'Mental Health Conditions, Work and The Workplace' guidance, which we have used to ensure all content covered on the Fundamental suite of courses is in line with regulations.

References

We include reference to and actively complement advice from the NHS and recognised organisations such as; Mental Health Foundation, Office for National Statistics (ONS), IAPT, as well as sign-posting and further information from UK mental health charities such as; MIND, Samaritans, Hub of Hope, CALM, Papyrus, Young Minds (you can see a full list of crisis contacts on our website [here](#)).

Written by

The course and accompanying manual 'The Good Mental Health Guide'© have been written by our Director of Product Development & Founder, Rich Craddock-Wright. With over 20 years of experience writing and designing courses within the first aid industry, Rich really is a genius at this stuff!

His expertise and wisdom take our courses to another level and most importantly creates a delegate learning journey like no other! As an accredited Mental Health First Aid Instructor, Rich worked with other mental health professionals, workplace wellbeing specialists, and professional coaches to launch this suite of Fundamental Wellbeing courses.

Our aim is simple with all our courses - we want to create heroes-on-standby across the UK! Do you want to come and be a hero-maker with us?

What makes us different?

We know that the Fundamental suite of courses is based on research, recognised guidelines, compliance, and evidence. So how do we turn this into an engaging, empowering course? These courses are created to be 'different by design' and not replicate what is already available on the market. We aim to increase the choice and style of courses and content.

For example:

- The Fundamental courses focus on what we can do to help, directly assisting with mental health concerns and a strong emphasis on promoting wellbeing.
- We do not have a technical focus on clinical (NICE) guidance, but instead, we work to actively complement Mental Health charities and the NHS.
- We only use a few carefully selected statistics to highlight mental health problems, and prevalence and offer 'myth busting'. This keeps the focus on actions over 'statistics'.
- We work hard not to emphasise or highlight demographics so as not to create 'profiling' or unconscious bias.
- There is a significant emphasis on providing ongoing support, nurturing wellbeing and self-care above and beyond referring to professional help.
- These courses are about being proactive rather than reactive.
- We discuss ways that we can all help our mental wellbeing and resilience and aim to prevent mental ill-health in ourselves and others.

These courses are not about having all the answers or teaching people to have the solutions to other people's problems. It's about genuine empathy for others and helping individuals recognise 'alarm bells' to help prevent illness or a decline in wellbeing.

Part Two - Fundamentals

How we communicate this to delegates

Our courses...

- Are realistic, engaging, relaxed and fun. We believe people learn better that way.
- Are based on common sense, with practicality over technicality.
- Promote friendly relatable terminology that is consistent throughout our presentations and style of training.
- Banish tests to concentrate on confidence-building practical time.
- Educate on a range of health conditions, taking an 'entire' non-diagnostic approach.
- Are based on a central action plan (that is unashamedly repetitive!)
- Do not put a barrier in place of people helping children.
- Do not have an emphasis on anatomy & physiology.
- Give careful attention to avoiding superfluous information and anecdotes without good reason - these may be remembered instead of essential information.

These courses are designed to be accessible to a broad audience...

- These courses are designed to be suitable for most adults and are accessible in design for those with limited existing knowledge or experience in the subject of mental health.
- Written with a strict awareness to avoid the 'assumption of understanding', instructors are positioned as 'empathic experts' rather than technical experts.

Modules

On the Fundamental Wellbeing First Aid 2-day course, you will take the delegates through 5 modules.

Module 1 - Mental Health Matters

Module 2 - The Pressure Pot

Module 3 - Mental Health First Aid 'A.C.T.I.O.N.S'©

Module 4 - Experiencing Anxiety

Module 5 - Experiencing Depression

Part Three - I'm Qualified!

What next?

Our national Fundamental Wellbeing Instructor Network is made up of a mix of both self-employed trainers, and workplace-based trainers.

For the self-employed

You might be looking to start your own business as a Fundamental Wellbeing Instructor, or add the Fundamental suite of courses to the services you already provide in your training company.

It's a super exciting time. Sorting out your branding, getting your first client, setting up your home office! Chances are, you love speaking to people. Naturally you'll want to spend your time training, and talking to your customers. What you might not like so much is endless hours of research, making sure you are compliant, data entry and printing out paperwork...

For workplace-based trainers

Many workplaces have a fantastic set-up for internal training, which often includes first aid, health and safety training.

Adding Fundamental Wellbeing Training to the courses you can provide to your team can potentially save the organisation both time and money. However, training a new subject can involve so much setup and admin that it can be off-putting, especially if you are juggling training commitments around the day job...

...Don't worry - we've got this!

When you join the SkillBase Fundamental Wellbeing Instructor Network, that's all taken care of. Plus, you will receive advice and guides to marketing your courses and communications.

And - did we mention that joining is free?!

There are many benefits of joining the SkillBase Fundamental Wellbeing Instructor Network. Our aim is to keep things simple, and reduce trainer administration time. This means that you will maximise practical time. You are able to focus on delivering fun, interactive and inspiring courses. Helping your delegates become 'Mental Wellbeing First Aiders', all the time knowing that the courses you are delivering are grounded in research, evidence-based and compliant.

Here are the top 6 ways we can save you time, wherever you are training, so you can concentrate on doing what you love!

Part Three - What next?

1) Cut the research

Our Fundamental Wellbeing team keeps up to date with all current guidelines and regulations. Whenever something changes it is quickly rolled out. They are experts at navigating through all the compliance aspects of being a Fundamental Wellbeing trainer, so can make sure that your training is always updated!

2) Get you ready to go with engaging presentations

We'll give you access to your own portal on our management system. This is where you can download your free presentations. All our presentations are fun, bright and engaging. They have been carefully designed to complement the 'Good Mental Health Guide'©.

3) Produce all your delegate resources

Members of the SkillBase Fundamental Wellbeing Instructor Network get exclusive access to professionally designed and printed delegate packs. These are available to purchase through your portal. They have everything your delegate will need for a course, including 'The Good Mental Health Guide'© and an accompanying A.C.T.I.O.N.S© plan lanyard. The packs set the right impression for your course delegates. Not only do they look professional, they cut down on countless hours of home printing and collating. Plus, no hassle of buying books separately!

4) Easy data entry & certification

We know how much time admin can take up! We have streamlined the process by using our all-singing all-dancing management system. Using your portal you will upload your course dates and delegates so once they have completed the course we can take care of the certification, sending them an automatic e-certificate and congratulations email with your details on.

5) Keep you up to date and connected

As well as loads of information in your portal, we'll do our very best to keep you up-to-date and connected. Every Fundamental Wellbeing Instructor on the Network gets a free annual 'recharge' day online. It's a real confidence booster and a great chance to share stories. Plus, you can also attend our annual big trainer get together! A day packed full of making connections, CPD, picking up tips, and keeping connected.

6) Provide support when you need it

It can be lonely out there on your own! If you're a social butterfly, connect with other like-minded SkillBase First Aid Instructors on our social media group. You'll also get ongoing support and guidance from our experienced Network Trainer Team, who are always on the end of the phone.

Sounds great, right? So how can joining the network be free?

The question we are asked all the time when we tell people completing both our Fundamental Wellbeing Instructor and First Aid Instructor training courses that joining the Network is free. Put simply, we prefer to make long-term relationships rather than a short-term gain - we believe it is better that way.

Rather than a large set-up fee and lots of admin, we think it's best to get up-and-running straight away, that will mean that you'll complete more training, and purchase more packs from us.

Once you have registered with the trainer network, you can buy your delegate resource packs on a pay-as-you-go basis, and because there is no minimum order, you only need to purchase as many as you need.

*Ready to become a
Fundamental Wellbeing
Instructor and hero-maker?*



Visit skillbasefirstaid.com/fwi *or*

Give our friendly team a call on 0330 335 1234