

Our Workplace Programme

Frequently asked questions (FAQs)



Workshops

How much does a workshop cost? Shine is partially funded by the National Office of Suicide Prevention, allowing us to **offer up to 3 free workshops per organisation** (*subject to availability*).

How do we book a workshop? You can visit our website at Shine.ie or contact workplace@shine.ie to organise a Discovery Call and arrange workshop bookings.

Who should attend the workshops? Our workshops are designed for leadership, HR personnel, line managers, and team leaders. For lasting culture change, we strongly recommend senior management participation.

What percentage of our organisation must complete the workshops for certification?

Shine advise that 75% to 100% of managers senior leaders complete training and minimum of 20% should attend.

How long is a workshop? Each session lasts 2 hours, including a 10-minute break.

Participants are expected to complete a short pre-learning video in advance of attending and complete a short feedback form afterward.

How many people can attend a workshop?

- In-person workshops – Maximum 30 participants.
- Online workshops – Maximum 20 participants (Note: Cameras must always be on).
- Minimum attendance – 8 participants with completed pre-learning video. If fewer than 8 people are available to attend, we will deliver it online.

What topics are covered?

- Understanding mental health in the workplace.
- Recognising and addressing stigma.
- Creating a positive and safe workplace culture.
- Signposting to relevant mental health supports.

What materials are provided?

- Workplace Programme Action Plan.
- Pre and Post Surveys
- Shine Workplace Programme Overview.
- Mental Health Policy Guideline.
- Understanding Stigma Guide.

Are online workshops recorded for later use? No. For GDPR compliance, recordings are used only for internal training purposes and are not shared externally.

Do participants receive a certificate? Yes, each participant receives a certificate of attendance.

The Shine Workplace Programme – Six-Step Framework

What support do you offer for developing a mental health policy? We provide a Mental Health Policy Guideline and support to help organisations create their own policies.

Are there additional general staff workshops? After completing the programme workshops we offer additional free stigma reduction workshops (approx. 1 hour) and lived experience presentations funded by the National Office of Suicide Prevention through our Ambassador Programme.

Can we include training from other organisations in our action plan? Yes. Any training that supports stigma reduction and culture change can be included in your action plan.

Does Shine provide Mental Health Champion training? We have a new one day evidence based training programme called **Shine Mental Health Champions** which will be available from January 2026.

How many Champions does our organisation need for certification? We recommend that at least 10% of staff across all departments become Champions, ensuring they receive the necessary support for their role.

Can participation in the Green Ribbon campaign be included in our action plan? Absolutely. Green Ribbon engagement is a key activity in reducing stigma at work.

If we don't complete all items in our action plan, can we still receive certification? We understand that action plans evolve. We will work with you to support completion of the 6 steps and encourage ongoing communication with us to ensure progress.

Are there cancellation fees? Yes, cancellation fees apply all workshops based on the notice given:

- **More than 5 working days' notice** – No cancellation fee.
- **5 days or less** – €550 cancellation fee.

When is payment due for fee-paying workshops? Payment must be made in advance.

Do you do additional workshops? Additional workshops are available at a cost of €950 per in person session. This fee supports the expansion of our programme, helping us provide more funded workshops.

Does Shine provide a survey to assess staff attitudes towards mental health? Yes, we provide an initial survey before starting the programme and recommend completing it again at the end for comparison. A leadership survey is also conducted post-programme.

What reports must be submitted to Shine for certification?

- Evidence of completed action plan steps.
- Portfolio of engagement activities.
- Data on organisational impact.
- Attendance and outcome details from events.
- Survey results
- Finalised mental health policy.

We also request feedback on the overall programme experience to maintain high-quality service.

Can we donate to Shine for receiving free workshops or presentations? Yes, donations are greatly appreciated and helps us to continue offering funded services. Please contact info@shine.ie for more information.

Certification Checklist	Workshop Booking Checklist
• Minimum of 20% of senior/management staff have completed the workshops (recommended 75-100%)	• Book workshop dates by emailing workplace@shine.ie
• At least 10% of staff trained as Mental Health Champions	• Confirm attendance of required staff (minimum 8 participants)
• Completion of pre and post programme surveys	• Ensure payment is made in advance for fee-paying workshops
• Development and implementation of a Mental Health Policy	• Notify Shine of any cancellations at least 5 business days in advance to avoid fees
• Submission of an Action Plan with supporting evidence (e.g. event reports, staff engagement data)	